TALLY PRIME NOTES



UDAAN INSTITUTE OF INFORMATION TECHNOLOGY

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BRANCH 1 : 401 TO 404 BHAGIRATH ICON OPP, NAROL ASLALI HIGHWAY,NAROL AHMEDABAD 382405 GUJARAT BRANCH 2 : 207 RASHMI SOUTH PARK OPP, TIRTH-1, NEAR DIVINE INTERNATIONAL SCHOOL, NAROL AHMEDABAD 382405 GUJARAT

BOOK CREATED BY VERMA PRATIMA & MAKWANA RAHUL

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INTRODUCTION TO TALLY PRIME

• Tally Solutions PVT. LTD. is an Indian multinational Company sheet provides enterprise resource planning software.

• It is headquartered in Bangalore, Karnataka, India

• Tally Prime is a financial accounting software, which is used for accounting in small or medium sized businesses. When we write accounts in tally in a correct order i.e. using rules, it is called accounting. Like Journal entry, purchase, sales, income & expenses, creditors & debtors, Liabilities & assets etc. Business at completely manages both accounting and inventory, for which it has many features. In Tally we can do accounting work very fast and prepare its reports. Tally is being used in more than 100 countries. The new version of Tally is Tally Prime, which was launched in 2020.

Tally

- Type : Private
- Industry : ERP Software
- Founded : 1986
- Founder : Shyam Sundar Goenka and Bharat Goenka

Product: Tally Prime [latest]

- Tally ERP 9
- Tally Developer 9 and Shopen 9

Website: <u>www.tallysolutions.com</u>

Licensing in Tally Prime

- Silver Edition (single user): It's a single user license
- Gold Edition (multi user): It's a multi user license
- Rental: Avoid the license for certain period
- Education: Can be used but with certain limitations.

TALLY PRIME SHORTCUT KEYS

- F10 : Other Voucher
- ALT+F6 : Credit Note
- ALT+F5 : Debit Note
- ALT+F8 : Delivery Note
- CTRL+F7 : Physical Stock
- ALT+F9 : Receipt Note
- CTRL+F6 : Rejection In
- CTRL+F5 : Rejection Out
- ALT+F7 : Stock Journal
- CTRL+F9 : Purchase Order
- CTRL+F8 : Sales Order
- CTRL+F4 : Payroll
- CTRL+F : Autofill
- CTRL+H : Change Mode
- CTRL+N : Calculator

- CTRL+I : More Details
- CTRL+L : Optional
- CTRL+T : Post-Dated
- ALT+J : Stat Adjustment
- ALT+K : Company
- F3 : Change Company
- ALT+F3 : Select Company
- CTRL+F3 : Shut Company
- ALT+Y : Data
- ALT+Z : Exchange
- ALT+2 : Excitating
 ALT+0 : Import
- ALT+O : Import
 ALT+E : Export
- ALT+E . Export
 ALT+M : E-Mail
- ALT+P : Print
- CTRL+Q : Quit Tally Without Permission

WHAT IS ACCOUNTS?

• All transactions that take place within the scope of a business are recorded in the form of an account. Purchases, Sales, Ram, Mohan, Bank, Cash, Computer, Machinery, Furniture, Assets, Deposit, Interest, Discount, Wages Etc.

CLASSIFICATION & GOLDEN RULES OF ACCOUNT

1-Personal Account

The accounts which are created in the name of an individual or organization are called Personal Accounts. Like- Mohit Rahul, Bank, Abc Company, Capital, Drawing etc.

"Debit the receiver and Credit the giver"

Example: Salary will be paid to the employees (The Employee's Salary account will be debited and the Cash/Bank account will be credited)

2-Real Account

Those accounts which are related to any object or property etc. are called Real Accounts. Like- Cash, Computer, Machinery, Furniture, Assets etc.

"Debit what comes in and Credit what goes out"

Example: Payment made for the loan (The Loan account will be debited and the Bank account will be credited) will go)

3-Nominal Account

The accounts that relate to profit and loss, income and expenditure, and purchases and sales are called Nominal Accounts. Like- Interest, Discount, Wages, Purchases, Sales, Profit & Loss etc

"Debit all expenses and losses and credit all income and gains"

Example: Payment of Electricity Bill (The Electricity Bill account will be debited and the Cash/Bank account credited)

TALLY FUNCTION KEYS F1 TO F12

F1 Help Menu - Opens the Help menu

F2 Change Date - To change the date of voucher entry or period for reports

| TallyPrime | MANAGE | | | | | | | | - D X |
|------------------------------|------------|--------|-------------|---------------------------------------|-----------|-----------|----------|----------------|------------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | O: Import | E: Export | M: Share | P: Print | F1: Help |
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F3 Company Info - Opens the company Info

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• **Create company:** Create Company is used to create a new company.

• **Alter Company:** Alter Company is used to make changes in the details of a company. And even if we want to delete a company, we use Alter Company.

• **Delete Company** : Gateway of Tally > Press(F3) Alter Company > Select the Company you want to Delete > Then Press(Alt+D) > Press : YES > Sure > Yes > Then Check Your Company Has Been Deleted Or Not.

- Select Company: Select Company is used to select another company.
- **Shut Company:** Shut Company is used to close a company.

F4 Contra - Contra is used for banking purposes like adding money to a bank account, withdrawing money from a bank account and transferring money from one bank account to another.

F5 Payment - When we make any kind of payment, whether in cash or through cheque, we make that entry in the payment voucher.

F6 Receipt - When we receive money in cash or through cheque, we make that entry in the receipt voucher.

F7 Journal - We use this voucher to make many types of entries. Like when we lend or borrow -That means

Sundry Creditors or Debtors, Provision, Adjustment entry etc...

- F8 Sales When we sell any goods or service, we make its entry in the sales voucher.
- F9 Purchase Purchase Voucher is used to record Any purchases of the company.
- F10 Other Voucher To view list of all Vouchers

F11 Features - Different features of a company can be selected or modified : We Will Learn more About Company Features Ahead In Detail

F12 Configuration - This is used in TallyPrime where there are additional options available.(Can be Used Anywhere Where You Want To ON Additional Option Such as in Ledgers, Stock Items, Voucher Types, Groups, ETc....

| TallyPrime | MANAGE | | | | | | | | | | ٥ | |
|--|----------------------|--|--|--|--|---------------------------------|--|----------|------------------------------------|--------------------------|---|--|
| EDU | K: Company | Y: Data | Z: Exchange | <u>G</u> : | : Go To | O: Import | E: Export | M: Share | P:Print | F1: Help | | |
| Voucher Cont Payment Particulars Dr | figuration No. 10 | | Udaan Instit | ute of Inf | formation & Technology | | | | A-Jun-2: Thursday ebit Credi | | | |
| | | Configuration | | | | | | | | | | |
| | | Show more configure General Details Use c/T/P instead o Provide Supplier Inv Warn on negative C Preallocate bills for Show list of Ellis for Show list of Cost Show list of Cost Show list of Cost Show Inventory deta Show Current Balances i Show Current Balances i Show Balances i Show Bill-wise Deta Show Bill-wise Deta Show Bill-wise Deta | ations : res tTo/By during voucher entry (Ref No. and Date ash Balance Payment/Receipt/Journal Vouchers selection cees for acch Bill Class cees for acch Bill Class C-centres loyees uring voucher creation vils ce of Ledgers s on Voucher date t Balance Employee details vils tails in multiple lines t No. exceeds 16 characters | : Yes No Yes Yes Yes No Yes Yes Yes No Yes Yes Yes Yes Yes Yes Yes | Bank Details Use default Bank Allocations Use Auto Cheque Numbering Select Cheque Range Show Bank Allocation details Remove Bank Date while altering R Print Cheque after saving Voucher Show Cheque after saving Voucher Show Cheque details before printing GST Details Provide Party details for GST Modify GST & HSN/SAC related de | econciled Voucher 3 tails | No Yes No No Yes Yes No Yes | | | | | |
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COMPANY CREATION

There are three types of Company

- 1. Goods providing
- 2. Service Providing
- 3. Goods and Service Providing
- **Goods** providing : The company which trades any goods is called a goods providing company.
- **Service Providing** : The company which does business of any service is called service providing company.

• **Goods and Service Providing** : The company which trades goods and services both is called Goods and service providing company.

Create Company : Gateway Of Tally > Press F3 > Create Company > Create > Fill Company Details > Save Company

| nge G: Go To Financial year beginning from Books beginning from Security Set TallyVault Password to encrypt Compa Control User Access to Company Data | O:Import : 1-Apr-23 : 1-Apr-23 iny Data : No : No | E: Export | <u>M</u> : E-mail | <u>P</u> :Print × | F1: Heip F2: Period F3: Company F4 F5 F6 F7 F8 F9 F10 | |
|--|---|-----------|-------------------|-------------------|--|------------------|
| Financial year beginning from Books beginning from Security Set TallyVault Password to encrypt Compa Control User Access to Company Data | : 1-Apr-23 : 1-Apr-23 iny Data : No : No | | | × | F2: Period F3: Company F4 F5 F6 F7 F8 F9 F10 | |
| Financial year beginning from Books beginning from Security Set TallyVault Password to encrypt Compa Control User Access to Company Data | : 1.Apr-23 : 1.Apr-23 iny Data : No : No | | | | F3: Company F4 F5 F6 F7 F8 F9 F10 | |
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| Set TallyVault Password to encrypt Compa Control User Access to Company Data | myData ∶No ∶No | | | | F6 F7 F8 F9 F10 | < < < |
| Control User Access to Company Data | : No | | | | F7 F8 F9 F10 | < < < |
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• Company Features(You Can On Company feature By F11) > Enable multiple addresses(You Can Add Other Addresses If You Have Multiple Addresses) > Yes

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| Company Feat | ures Altera | ion | | Uda | an Institute of Info | ormation & Technol | ogy | | | | | F2: Period |
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| | te of Infor | Company: Udaa | an Institute of Inf | ormation & Techno | logy | | | | | - 1 | | F6 < |
| | | Show all feature | s : Yes | | | | | | | | | F8 < |
| | | Accounting | ata | | · Vac | Taxation | Sonicos Tay (CST) | | · Voo | | | F9 < |
| | | Maintain Accour Enable Bill-wis Enable Cost C | nts se entry sentres t Calculation | | : Yes : Yes : Yes | Enable Goods and Set/Alter Company Enable Tax Deduct | GST Rate and Other of at Source (TDS) | Details | :Yes No No | | | F10 |
| | | Inventory Maintain Invento Integrate Accor Enable multiple Enable Batche Enable Job Orc Enable Cost Tr | ny nunts with Inventor e Price Levels ss viry Date for Batch der Processing racking | v es | : Yes : Yes : No : No : No : No | Enable Tax Context Enable Excise Enable Excise Enable Service Tax Online Access Enable Browser Ac Enable Tally.NET So | d Tax (VAT) cess for Reports envices for Remote Acco | ess & Synchro | : No : No : No : No : Yes pnisation : No | | | Printing Decision |
| | | Enable Job Co Use Discount o Use separate A | isting column in invoices Actual and Billed (| Quantity columns in ii | : No : No nvoices : No | Payroll Maintain Payroll Enable Payroll Sta Others Enable Payment Re | itutory equest to share payme | nt link/QR co | :Yes :No de :No | | | |
| | | | | | | Enable multiple add | Iresses hers | | : No : No | | | dowrs |
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| Q: Quit | ^ | | | Accept ^ | | | | | | | | F12: Configure |

• primary(Your Main Address)

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| | | | Company: Ud | aan Institute of Information & Techn | ology | | | |
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• Create Secondary > Fill Details Other Address > Ctrl+A(Save)

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PASSWORD POLICY

There Are 3 Types of Passwords in Tally Prime

1) Control Access to Company data :We use this password when we have to open the company with the Admin name and password.

• Gateway of Tally > Press(F3)Company Info > Alter Company > Then > Control User Access To Company Data : Yes > Administrator > Name > Password > Confirm Password > Save(Ctrl+A)

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| EDU | K:Company | Y:Data | Z: Exchange | <u>G</u> :Go To | | O: Import | E: Export | M: Share | P:Print | F1: Help | |
| Company Alte | ration | | | Udaan Institute of Information & | Technology | | | | × | F2: Period | < C |
| Company Name | : Udaan I : Udaan I | nstitute of Informatio | on & Technology | Financial year beginning from Books beginning from | : 1-Apr-23 : 1-Apr-23 | | | | | F3: Company | ¢ |
| Address | : 401 Bha Narol 38 | girath Icon, Near Narol 2405 Ahmedabad | Aslali Highway | Security | | | | | | F4 | ¢ |
| | | | | To set/alter TallyVault, press Alt+K (Co | mpany) & select TallyVaul | t. | | | | F5 | ¢ |
| | | | | Control User Access to Company Data | : Yes | | | | | F6 | |
| | | | | Password | : udaan : *** | | | | | F7 | |
| State | : Gujarat | | | Enable TallyAudit features | : No | | | | | F8 | |
| Country | India | | | Disallow opening in Educational Mode | : No | | | | | F9 | |
| Pincode | : 382405 | | | | | | | | | F10 | |
| Telephone | : | 0000004555 | | | | | | | | | |
| Fax | +91 - | 9909061000 | | | | | | | | | |
| E-mail | : uiitahm | edabad@gmail.com | | | | | | | | | |
| Website | : www.ui | it.net | | | | | | | | | |
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| Q: Quit | ^ | | Accept | A | | | | | | F12: Configure | |

2) **Tally vault** : If we have to Set advanced security in our company and want to hide the name of the company then we use tally vault password.

• Gateway of Tally > Press(Alt+K) > Tally Vault > Select the company which you want to secure > Password > Confirm Password > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | ð × |
|------------|------------|--------|----------------------------|--|-------------|-----------|----------|--|---------------|-----|
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| | | | | TallyVault | | | | | | |
| | | | т | allyVault Password encrypts your Company Data. | | | | | | |
| | | | (If you forget your TallyV | ault Password, you will permanently lose access to your Comp | pany Data.) | | | | | |
| | | | Company Name | : Udaan Institute Of Information & Technology | | | | | | |
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| | | | Password | ****** | eway | | | | | |
| | | | Confirm Password | - ****** | | | | | | |
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| Q: Quit | ^ | | Accept ^ | | | | | | | |

3) User and Password: When we have to create employees' own Username and password in our company so that they can do their work and we allow them only those facilities in this username and password which are useful to them and the rest are disallowed.

• Gateway of Tally > Press(Alt+K) User Roles > Allow And Disallow Facilities For User > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | | ø × |
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| EDU | K: Company | Y: Data | Z: Exchange | | G: Go To | | O: Import | E: Export | M: Share | P: Print | F1:Help | |
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| Days allowed fo Cut-off date for E | r Back Dated vouchers Back Dated vouchers | | 0 | | | | | | | | | |
| Allow to save re Allow to delete | port views for This Con saved views for This C | npany Company | Yes Yes | | | | | | | | | |
| Allow to add/mo | dify Registered Busine | ss WhatsApp Nos. | No | | | | | ally | | | | |
| Set/Alter rules fo (also applicable | or Print voucher before for Export/Share) | saving | No | | | | | | | | | |
| Allow to override | tax details | | No | | | | | | | | | |
| Exclude On Acc | count from Bill Allocation | ons | NO No | | | | | ounto | | | | |
| (for tracking/ord | lers) | ations | NO | | | | | bunts | | | | |
| Allow company | to connect | | No | | | | | 8 | | | | |
| Use Tally.NET A | Authentication | | No | | | | | | | | | |
| | Disallow the fo | Ilowing Facilities | | | Allow the fo | Ilowing Facilities | | | | | | |
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| Full Access | Cost | Centre Details | | | | | | | | | | |
| Full Access | Fund | s Flow tion-Wise Summan/ | | | | | | | | | | |
| Full Access | Grou | p Monthly Summary | | | | | | et | | | | |
| Full Access | Grou | p Summary | | | | | | A/c | | | | |
| Full Access | Inven | tory Masters | | | | | | ary | | | | |
| Full Access | Outst | tandings | | | | | | 0 | | | | |
| Full Access | Payre | oll Masters | | | | | | Reports | | | | |
| Full Access | Profit | & LOSS A/C | | | | | | | | | | |
| Full Access | Stock | k Summary | | | | | | | | | | |
| Full Access | Trial | Balance | | | | | | | | | | |
| Full Access | Vouc | hing Done | | | | | | | | | | |
| Full Access | Data | Analysis | | | | | | | | | | |
| Full Access | Vouc | her Verification | | | | | | | | | | |
| Full Access | Statu | tory Masters | | | | | | | | | | |
| Create/Alter | Dash | Dated Vouchers | | 1 | | | | | | | IS | |
| oroutorAlter | Buch | Dated Fodeners | | 1 | | | | | | | | |
| Q: Quit | A | | A: Accept | A | | | | | | | | |
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Gateway of Tally > Press(Alt+K) > User And Password > Set User Roles > Name > User Password > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | - 0 | × |
|---------------|------------|-----------------|-------------------------------|--------------------------------------|-----------------------------------|--------------------------|------------------|---------|----------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | O:Import | E: Export | <u>M</u> : Share | P:Print | F1:Help | |
| Users for Cor | mpany | | Udaan I | nstitute of Information & Technology | 1 | | | | F2: Period | < |
| | | | | | | | | | F3: Company | |
| | | | | | | | | | | |
| | | | | | | | | | F4 | ¢ |
| | | | DATE | DF LAST ENTRY | | | | | F5 | ¢ |
| | | | | List of Users for Company | | | | | F6 | ¢ |
| | | Name: Udaan Ins | itute of Information & Techno | logy | | | | | F7 | ¢ |
| | | User Roles | Username | Password (if any) Allow E Acc | rowser Allow Remote ess Access | Allow Local TDL Files | | | F8 | ¢ |
| | | Data Entry | kartik singh | *** No | No | No | | | F9 | ¢ |
| | | Data Entry | sahil patel | *** No | No | No | | | F10 | |
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| | | | | | | | | | ivate Windows. | |
| Q: Quit | ^ | | Accept ^ | | | | | | F12: Configure | |

• Gateway of Tally > Press(Alt+K) >Change User(Choose Username And Password) > Then Check Changes in Company(Gateway of Tally)

| TallvPrime | MANAGE | | | | | | | | | ð × |
|-------------|------------|--------|-------------|---|---|-----------|----------|----------|-----------------|-----|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | O: Import | E: Export | M: Share | P: Print | F1:Help | |
| Company Log | gin | | Ud | aan Institute of Information & Technology | | | | × | | |
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| | | | | | TRANSACTI | | | | | |
| | | | | Change User | Vouchers Day BooK | | | | | |
| | | | Select C | ompany : Udaan Institute of Information & Techn | ology | | | | | |
| | | | Useman | he : kartik singh | BaNking | | | | | |
| | | | Passwor | d : | REPORTS | | | | | |
| | | | L | | Balance S Profit & Lo Stock Sur Ratio Anal | | | | | |
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| | | | | | | | | | rs ate Windo | |
| Q: Quit | ^ | | Accept ^ | | | | | | | |

Only Allowed Facilities Will Be Visible in that Username, You Can Change To Main User(Admin) any Time.

11



GROUP

When we create a ledger of an account in Tally, at the same time we have to specify its group in Tally, which we set under it. To know which ledger will go to which group, first we have to understand about the group and what type of ledger it is.

Predefined Group in Tally

Primary Group

- Capital Account •
- Loans Liabilities •
- **Current Liabilities** •
- **Fixed Assets** •
- Investment •
- Current Assets •
- Miscellaneous Expenses (Assets)
- Secondary Group •
- **Reserve & Surplus** •
- Bank overDraft •
- Secured Loans (Loans Liabilities) • (Loans Liabilities)
- Unsecured Loans • •
 - Duties & Tax
- Provision •

•

- Sundry Creditors •
- Sundry Debtors •
 - **Deposit Assets**
- Loans & Advance Assets •
- (Current Assets) Cash in Hand •
- Stock in Hand (Current Assets) •
- Bank Account (Current Assets) •

- Suspense Account •
- **Branch Division** •
- Sales Account
- Purchase Account •
- **Direct Income**
- **Direct Expenses**
- Indirect Income •
- Indirect Expense •

1. Capital Account -The capital invested in a business to start it is called Capital Account, and when we create its ledger in Tally, we keep it under Capital Account. Capital can be in any form.

2. Loans Liabilities - When we take any kind of loan for business, then we keep that account in Loans Liabilities.

(Capital Account)

(Loans Liabilities)

(Current Liabilities)

(Current Liabilities)

(Current Assets)

(Current Assets)

(Current Assets)

(Current Liabilities)

3. Current Liabilities -When we take any kind of loan for a short period, then this type of account comes under current liabilities.

4. Fixed Assets - To run a business, we have to buy many types of fixed assets, like Computer, Telephone, A/C, Furniture etc... and these assets cannot be easily traded. So these types of accounts are kept in fixed assets.

5. Investment Account - When we invest business money somewhere for the purpose of earning profit, then its account is opened under investment account. Like Long term investment, Shares, Mutual Fund etc....

6. Current assets - We keep such assets which can be easily exchanged

7. Miscellaneous exp. Assets - These are many types of expenses, which are incurred as additional expenses in the beginning of the business. As preliminary expenses (Company Logo, Stamp duties, Consulting Charges)

8. Suspense Account -Sometimes we forget to make some entries in Tally, due to which our financial reports get wrong. Then the difference amount is deposited in the suspense account.

9. Branch Division -The accounts of its branches maintained by the Main Company are kept in the branch division group.

10. Sales Account - When we sell any goods or service, we keep its accounts in sales account.

11. Purchase Account - When we buy any goods to sell. So keep it in Purchase account.

12. Direct Income - Direct income is received directly from business operations

13. Indirect Income -Indirect income is gained from non-business activities that produce revenue.

14. Direct Expenses - Expenses which directly benefit the business, such as transport, manufacturing exp. Etc... This type of account is kept in direct expenses.

15. Indirect Expenses - Indirect Expenses are those expenses that cannot be assigned directly to any activity since these are completely incurred while operating a business or as a part of a business, examples of which include business permits, rent, office expenses, telephone bills, depreciation, audit, and legal fees.

16. Reserve & Surplus - Reserves and surplus are the increasing amounts of retained earnings recorded as a component of the shareholders' equity. Moreover, they are used for various purposes such as purchasing fixed assets, repaying debts, payments of dividends, etc.

17. Bank Overdraft - When we withdraw More Amount Then We have In Our Bank Account it Comes Under Bank Overdraft

18. Secured Loans - Secured loans are loans that are secured by a specific form of collateral, including physical assets, such as property and vehicles, or liquid assets, such as cash

19. Unsecured Loans - All types of unsecured loans which do not have any legal form are accounted for under Unsecured Loans.

20. Duties & Taxes -Accounts for all types of taxes are created under Duties & Tax.

21. Provision - Accounts of all types of provisions made are created under Provision, such as provision for salary, provision for rent.

22. Sundry Creditors - the creditor is the party that loaned the money

- 23. Sundry Debtors The debtor is the party that owes the money (debt)
- 24. Deposit Assets When we deposit money as security for any item, we keep that account in deposit assets.
- 25. Loans & Advance assets When we give money to someone as advance, we keep it in this account.
- 26. Cash-in-hand This group is used for cash.
- 27. Stock-in-hand This group is used for Stock.
- 28. Bank Account Accounts of all types of banks are opened under bank account-groups.

LEDGER

• A ledger is a date-wise record of all the **transactions** related to a particular account such as cash, sales, purchase and so on. Ledger of Cash (cash-in-hand) and Profit & Loss account is already created in Tally.

LEDGER

- 1. Capital A/c
- 2. Sundry Debtors
- 3. Sundry Creditors
- 4. Bank A/c
- 1. Capital A/c GateWay OF Tally > GO To create > Ledger > capital A/c > Save Ledger (Ctrl+A)

| allyPrime MANAGE | | | | | | | | |
|-----------------------------------|-------------------|-------------------------------|-------------------------|---------------|-----------|----------|----------|-------------------|
| DU <u>K</u> : Company | Y:Data | Z: Exchange G: C | Go To | O: Import | E: Export | M: Share | P: Print | F1: Help |
| edger Alteration | | Udaan Institute Of Info | ormation & Technology | Total Opening | Balance | | | × F2: Period |
| ime : Krishna Gupta (C lias) : | Jwner) | | | Total opening | Dulunce | | | F3: Company |
| | | | | | | | | |
| | | | | | | | | F4 |
| | | Melling Details | | | | | | F5 |
| der | : Capital Account | Name | : Krishna Gupta (Owner) | | | | | F6 |
| | | Address | : | | | | | F7 |
| | | | | | | | | F8 |
| | | State | Guiarat | | | | | F9 |
| atutory Details | | Country | India | | | | | F10: Other Master |
| TDS Deductable | : No | Pincode | | | | | | L Mars Dataila |
| | | Banking Details | | | | | | I: Wore Details |
| | | Provide bank details | : No | | | | | |
| | | Tax Registration Details | | | | | | B: Get HSN/SAC |
| | | PAN/IT No. | : | | | | | L: Get GSTIN/UIN |
| | | | | | | | | Info |
| | | De sisterilies trass | Denvier | | | | | |
| | | GSTIN/UIN | Regular | | | | | |
| | | Set/Alter additional GST d | etails : No | | | | | |
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| | Opening | Balance (on 1-Apr-23) | | | | | | ctivate Windows. |
| | Opennig | , buildinger (on 1-Apt-23) . | | | | | | |

Receipt entry (F6)

• Gateway of tally > vouchers > F6 Receipt > Capital Receive By Ledger > Save Entry (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | | – 8 × |
|---------------|-----------------|--------|-------------|------------------------|---------------------|-----------|------------|-----------|----------------|---------------------------------|-----------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : | : Go To | | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting V | oucher Creation | | | Udaan Institute Of Int | formation & Technol | ogy | | | | × | F2: Date < |
| Receipt | No. 1 | | | | | | | | | 1-Apr-23 | F3: Company |
| | | | | | | | | | | Saturday | |
| Particular | \$ | | | | | | | | Debit | Credit | F4: Contra |
| Cr Krishna Gu | pta (Owner) | | | | | | | | | 4,00,000.00 | F5: Payment < |
| Cur Bal: | 4,00,000.00 Cr | | | | | | | | 4 00 000 00 | | F6:Receipt < |
| Cur Bal: | 4,00,000.00 Dr | | | | | | | | 4,00,000.00 | | F7: Journal < |
| | | | | | | | | | | | F8: Sales |
| | | | | | | | | | | | F9: Purchase < |
| | | | | | | | | | | | F10: Other Vouchers < |
| | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | I: More Details |
| | | | | | | | | | | | O:Related Reports |
| | | | | | | | | | | | |
| | | | | | | | | | | | L:Optional |
| | | | | | | | | | | | T:Post-Dated |
| | | | | | | | | | | | |
| | | | | | | | | | | | J: Stat Adjustment |
| | | | | | | | | | | | |
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| Narration | | | | | | | | | 4 00 000 00 | 4 00 000 00 | |
| rearrandit. | | | | | | | | | 4,00,000.00 | 1,00,000.00 | |
| | | | | | | | | | Activ Go to | ate window Settings to activ | |
| | | | _ | | | | | | 3310 | soungs to deliv | ato minuons. |
| Q: Quit | ^ | | Accept | ^ | 1 II | D: Delete | X:Cancel V | ch 🔼 | | | F12: Configure |

2. Sundry Debtors - Gateway of Tally > Create > Ledger > Name : Name of the Debtor > Under : Sundry Debtors > Address : Address of Debtor > GSTIN : GST Number of Debtor > Opening Balance : Amount Receivable > Save Ledger(Ctrl+A)

| EDU K: Company | Y: Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P: Print | F1: Help |
|--------------------------------------|------------------|-------------------------------|--------------------------|--------------|--------------|----------|----------|-------------------|
| edger Alteration | _ | Udaan Institute of | Information & Technology | _ | _ | _ | _ | XIDAD |
| ame : Seabird Logistics | | | | Total Openir | ng Balance | | | FZ: Period |
| alias) : | | | | 25. | 05 044 00 D- | | | F3: Company |
| | | | | 25, | 95,644.00 DF | | | |
| | | | | Differ | ence | | | F4 |
| | | | | 25, | 26,928.00 Dr | | | F5 |
| | | Mailing Details | | | | | | 56 |
| nder | : Sundry Debtors | Name | Seabird Logistics | | | | | |
| | (ourent Assets) | Address | 213-Shivalik, Narol, | | | | | F7 |
| aintain balances bill-by-bill | Yes | | Ahmedabad | | | | | F8 |
| Check for credit days during youcher | entry : No | | | | | | | F9 |
| | | State | Gujarat | | | | | E10: Other Master |
| ctivate interest calculation | : No | Country | : India | | | | | |
| | | Pincode | : 382405 | | | | | |
| | | Banking Details | | | | | | I: More Details |
| | | Provide bank details | No | | | | | |
| | | | | | | | | |
| | | Tax Registration Detail | s | | | | | B: Get HSN/SAC I |
| | | PAN/IT No. | | | | | | L: Get GSTIN/UIN |
| | | Registration type | Regular | | | | | Info |
| | | GSTIN/UIN | 24AAACC1206D1ZM | | | | | |
| | | Set/Alter additional G | ST details : No | | | | | |
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| | c . | - Delener (and Ana 22) | (F4.00 D- | | | | | ctivate Windows |
| | Openin | g Balance (on 1-Apr-23): 🔯,74 | ,654.00 Dr | | | | | |

Receipt Entry (F6)

• Cash Receipt (Double Mode Entry) - Gateway Of Tally > Vouchers > F6 Receipt > Cr > Name of Debtor > Credited Amount > Dr > Cash > Debited Amount > Save Entry (Ctrl + A)

| TallyPrime | MANAGE | | | | | | | | | | | - 8 | |
|----------------|-----------------|----------------|-------------|----------------------|-------------------|-----------|---------------|----------------|-------|----------|----------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :0 | Go To | <u>o</u> | : Impor | t <u>E</u> :E: | kport | M: Share | P: Print | F1: Help | |
| Accounting V | oucher Creation | | Uda | an Institute Of Info | ormation & Techno | logy | | | | | × | F2: Date | < |
| Receipt | No. 6 | | | | | | | | | | 1-Apr-23 | F3: Company | ¢ |
| | | | | | | | | | | | Saturday | | - |
| Particular | \$ | | | | | | | | | D | ebit Credit | F4: Contra | ¢ |
| Cr Seabird Loo | qistics | | | | | | | | | | 6,74,654.00 | F5: Payment | ¢ |
| Cur Bal: | 0.00 Cr | 6 74 654 00 Cr | | | | | | | | | | F6: Receipt | ¢ |
| Dr Cash | | 6,74,654.00 CI | | | | | | | | 6,74,654 | 1.00 | F7: Journal | • |
| Cur Bal: | 6,74,654.00 Dr | | | | | | | | | | | F8: Sales | 1 |
| | | | | | | | | | | | | F9: Purchase | 1 |
| | | | | | | | | | | | | E10: Other Vouchers | |
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| | | | | | | | | | | | | F: Autofill | |
| | | | | | | | | | | | | H: Change Mode | < |
| | | | | | | | | | | | | I: More Details | < |
| | | | | | | | | | | | | O: Related Reports | < |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | L: Optional | |
| | | | | | | | | | | | | T: Post-Dated | ¢ |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | J: Stat Adjustment | |
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| Narration: | | | | | 1 | | | | | 6,74,654 | 6,74,654.00 | | |
| | | | | | | | | | | Ac | tivate Window | S | |
| | | | | | | | | | | Go | to Settings to activ | | |
| Q: Quit | ^ | | Accept ^ | | | D: Delete | ^ <u>X</u> :0 | Cancel Vch | ^ | | | F12: Configure | < |

3. **Sundry Creditors -** Gateway of Tally > Create > Ledger > Name : Name of the Creditor > Under : Sundry Creditors > Address : Address of Creditor > GSTIN : GST Number of Creditor > Opening Balance : Amount Payable > Save Ledger(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | – ø × |
|----------------------|---------------------------|---|-------------|----------------------|----------------|--|--------------|--------------|----------|---------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | 3 | G: Go To | | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Ledger Alteratio | on | | | Udaan Institute | of Information | on & Technology | | | | | × F2: Period |
| Name : Haz | tira LLP | | | | | | Total Openir | ng Balance | | | E3: Company |
| (allas) | | | | | | | 25,9 | 95,644.00 Dr | | | recompany |
| | | | | | | | 0:#** | 68,716.00 Cr | | | F4 |
| | | | | | | | 25 | 26 928 00 Dr | | | E5 |
| | | | 1 | Mailing Details | | | | | | | FG |
| Under | | : Sundry Creditors (Current Liabilities) | 1 | Vame | | : Hazira LLP | | | | | F0 |
| | 6-00 Key (6-00 | () | 1 | Address | | : 123-Shivam, Sola Cross Re Abmodabad | oad, | | | | F7 |
| Default credit pe | riod | tes | | | | Anneuabau | | | | | F8 |
| Check for credit | days during voucher entry | : No | | 2 | | C : . | | | | | F9 |
| Activate interest ca | lculation | : No | | State Country | | : Gujarat : India | | | | | F10: Other Masters |
| | | | F | Pincode | | : | | | | | |
| | | | | | | | | | | | I: More Details |
| | | | t | Banking Details | | No | | | | | |
| | | | | Tovide barry details | | . 10 | | | | | |
| | | | 1 | Tax Registration Det | tails | | | | | | B: Get HSN/SAC Info |
| | | | F | PAN/IT No. | | : | | | | | L: Get GSTIN/UIN |
| | | | F | Registration type | | Regular | | | | | Info |
| | | | | GSTIN/UIN | | 24AAFFG8339R1ZQ | | | | | |
| | | | | Set/Alter additional | GST details | : No | | | | | |
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| | | | | | | | | | | | W/S |
| | | Openi | ng Balance | (on 1-Apr-23) : | 6,716.00 Cr | | | | | | uvate Windows. |
| <u>Q</u> : Quit | ^ | | Accept | ~ | | D: Delete | ~ | | | | F12: Configure |

Payment Entry (F5)

• Cash Payment (Double Mode Entry) - Gateway Of Tally > Vouchers > F5 Payment > Dr > Name of Creditor > Debited Amount > Cr > Cash > Credited Amount > Save Entry (Ctrl + A)

| TallvPrime | MANAGE | | | | | | | | - 0 > | ĸ |
|------------------------|--------------------|--------------|-------------|---------------------------------------|-------------------|-----------|-----------|----------------------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | <u>O</u> : Import | E: Export | M: Share | P:Print | F1: Help | |
| Accounting | Voucher Alteration | (Secondary) | Udaan I | Institute of Information & Technology | 1 | | | × | F2: Date | < |
| Payment | No. 5 | | | | | | | 1-Apr-23 | F3: Company | < |
| | | | | | | | | Saturday | | |
| Particula | rs | | | | | | Debi | t Credit | F4: Contra | ¢ |
| Dr Hazira LLF | 2 | | | | | | 56,716.00 | • | F5: Payment | • |
| Cur Bal. On Account | : 0.00 Dr | 56 716 00 Dr | | | | | | | F6: Receipt | < |
| Cr Cash | | 001110100 01 | | | | | | 56,716.00 | F7: Journal | < |
| Cur Bal. | : 12,47,426.15 Dr | | | | | | | | F8: Sales | < |
| | | | | | | | | | F9: Purchase | < |
| | | | | | | | | | F10: Other Vouchers | < |
| | | | | | | | | | | |
| | | | | | | | | | E: Autofill | |
| | | | | | | | | | H: Change Mode | |
| | | | | | | | | | I: More Details | |
| | | | | | | | | | O: Related Reports | |
| | | | | | | | | | | |
| | | | | | | | | | L: Optional | |
| | | | | | | | | | I: Post-Dated | |
| | | | | | | | | | | |
| | | | | | | | | | J: Stat Adjustment | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| Narration: | | | | | | | 56 716 00 | 56 716 00 | | |
| - | | | | | | | 30,710.00 | 30,110.00 | | |
| | | | | | | | Activ | /ate Window Settings to activ | | |
| - | | | | | | | 60 10 | Settings to activ | | |
| Q: Quit | Λ. | | A: Accept | <u>D</u> : | Delete ^ X:Cance | Vch \land | | | F12: Configure | |

Bank A/c - GateWay Of Tally > Go To create > Ledger > Bank Of India > Under In > Bank Account > Fill Bank Details > And Cheque Details > Set/Alter Range For Cheque Books > Yes > Fill Details > Enable Cheque Printing > Set/Alter Cheque Printing Configuration > Yes > Press (Alt+B) Sample Format > Type Signatory Name > (Ctrl+A) > Type Opening Balance > Save Ledger (Ctrl+A)

| TallyPrime MANAGE | | | | | | | | | | - 0 | |
|---|--------|----------------|----------------|----------------------|------------------------|----------------------------------|---|----------|----------|---------------------|--|
| EDU K: Company | Y:Data | Z: Exchan | ige | G: Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help | |
| Cheque Book Management Name : Bank of India (alias) : | | | Udaan Institut | e of Information 8 | t Technology | Total Openi 25 Diffe 25 | ng Balance ,95,644.00 Dr 68,716.00 Cr rence ,26,928.00 Dr | | , | c | |
| | | | | | | | | | | | |
| | | | Chequ | e Range for: Bank of | India | | | | | | |
| | | From Number | To Number | Number of Cheques | Name of Cheque Book | | | | | | |
| | | 000001 | 000070 | 70 | Udaan | | | | | | |
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| Q:Quit | | Accept | ^ | | | | | | | | |

| TallyPrime | MANAGE | | | | | | | | | - 8 × |
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| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | . | O: Import | E: Export | M: Share | P:Print | F1: Help |
| Cheque Dime Name : (alias) : | ensions Bank of India | | Udaa Chequ | n Institute of Informa e Printing Configuratio (All Dimensions in | ntion & Technology | | | | | × |
| Under Activate interes Bank Account A/c holder's Na A/c No. IFS Code SWIFT Code Bank Name Branch Bank Configur Set/Alter range Enable Cheque Set/Alter Ange | | Cheque Dimension Width of Cheque Height of Cheque Starting Location from Left Edg Starting Location from Top Edg Cheque Date Distance of Line from Top Edg Style of Date Separator used in date Separator vidth Distance between Charactet Party's / Payee Name Distance of Line from Top Edg Starting Location from Left Edg | je a je rs a | : 204 : 93 : 50 : 12 : 12 : 159 : d d m m y y y y : : 0 : 2.90 : 24 : 21 | Amount in Words (A) Distance of 2nd Line from T (B) Height (gap) between 2nd a Distance of 1st Line from Top Starting Location of 1st Line from Starting Location of 2nd Line fr Width area Print currency formal name Amount in Figures Distance from Top Edge Starting Location from Left Edg Width area Print Currency Symbol | Top Edge and 1st Line <i>Edge (A - B)</i> om Left Edge rom Left Edge ge | : 44 : 8 : 36 : 15 : 120 : No : 40 : 161 : 40 : No | | | B: Copy From |
| | | Width area | | : 135 | | | | | | |
| | | | Company Name o Print Company Na Salutation of 1st S Salutation of 2nd o Distance from Top Starting Location f Width of Signature Height of Signature | Company Signator n Cheque ignatory (if 2 signatories) r Single Signatory Edge rom Left Edge area e area (To Preview the setting) | y Details Udaan Foundation Yes Jay Prakash Dubey 65 145 50 10 s press Al(+P) | , | | A | | 11/1S Truate Windows. |
| Q: Quit | ^ | A | Accept | | | | | | | |

| TallyPrime | MANAGE | | | | | | | | – ø × |
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| EDU | K: Company | Y:Data Z | : Exchange | <u>G</u> : Go To | O: Import | E: Export | M: Share | P:Print | F1: Help |
| Ledger Altera | tion | | Udaan Institut | e of Information & Technology | | | | > | E2: Period |
| Name : B | Bank of India | | | | Total Openir | ng Balance | | | |
| (alias) : | | | | | 25.0 | 95 644 00 Dr | | | F3: Company |
| | | | | | 23, | 68.716.00 Cr | | | |
| | | | | | Differe | ence | | | F4 < |
| | | | | | 25, | 26,928.00 Dr | | | F5 < |
| | | | Mailing Details | | | | | | F6 (|
| Under | | (Current Assets) | Name | : Bank of India | | | | | 17 |
| | | () | Address | | | | | | F/ C |
| Activate interest | calculation | : No | | | | | | | F8 < |
| Book Assount D | Detaile | | | | | | | | F9 < |
| Dank Account L | Jetans | | State | Gujarat | | | | | F10: Other Masters |
| A/c No | ne | : Udaan insidie Urinformation & rechn : 000123456789 | Rincode | India | | | | | · · · · · · · · · · · · · · · · · · · |
| IFS Code | | BKID0008428 | 1 110000 | - | | | | | I Moro Dotailo |
| SWIFT Code | | | | | | | | | I. More Details |
| Bank Name | | • Not Applicable | | | | | | | |
| Branch | | : Vatva | | | | | | | |
| Bank Configura | ition | | Tax Registration | Details | | | | | B: Get HSN/SAC Info < |
| Set/Alter range f | or Cheque Books | : No | | | | | | | L: Get GSTIN/UIN |
| Enable Cheque F | Printing | : Yes | | | | | | | Into |
| Enable Auto Rec | conciliation | : No | GSTIN/UIN | 24AAASE45191Z5 | | | | | |
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| | | Opening I | Balance (on 1-Apr-23) : | 6,00,000.00 Dr | | | | | vate Windows. |
| Q: Quit | Δ. | <u>A</u> : A | Accept A | D: De | lete ^ | | | | F12: Configure < |

STOCK GROUP

"The stock group is used to help in the classification of stock items according to their behavior. the stocks can be grouped according to their product type, characteristics, and brand, etc"

• Gateway of Tally > Create > Stock Group > Create > Electronics(You Can Also Create Other Stock Groups According To Your Product e.g. Furniture,Stationary Etc..) > Save(Ctrl+A)



UNIT

"The Unit is used to Measure Quantity of any product such as kilograms(KGS), Meters(MTR), pieces(PCS), Numbers(NOS), Etc.."

- TallyPr EDU MANAGE K: Company Y:Data Z: Exchange G:Go To E: Export M: Share P: Print F1:Help O: Import Unit Creation Udaan Institute of Information & Tech List of UQCs F3: Company Туре Simple New UQC Symbol box New U Not Applicable BAG-BAGS BAL-BALE BDL-BUNDLES BKL-BUCKLES BOU-BILLION OF UNITS BOX-BOX Formal name Unit Quantity Code (UQC) : • Not Applicable F5 Number of decimal places : 0 BOU-BILLION OF UNITS BOX-BOX BOX-BOX BOX-BOX BOX-BOX BOX-BOX BOX-BOX BOX-BOX CHICKES CM-CAPIC CENTIMETERS CM-CAPIC CENTIMETERS CM-CAPIC CENTIMETERS CM-CAPICA CM-CAPICA CM-CAPICA CM-CAPICA DRM-DRUMS GRS-GRAMMES F8 F10: Other Masters : More Details OTH-OTHERS PAC-PACKS PCS-PIECES PRS-PAIRS PRS-PAIRS OTL-QUINTAL ROL-ROLLS SET-SETS SQF-SQUARE FEET SQM-SQUARE VARDS TBS-TABLETS TGM-TEN GROSS THO-THOUSANDS TON-TONNES 4 1 Q: Quit A: Accept F12: Configure
- Gateway of Tally > create > Unit > Box > UQC : Select Box > Save(Ctrl+A)

STOCK ITEM

• Gateway of Tally > Create > Stock Item > Product Name > Under > Select Stock Group > Unit > Select Unit > Pcs > Fill Gst Details

| TallyPrime | MANAGE | | | | | | | | | - 8 × |
|------------------|-----------------------|--------------|------------------------|----------------------------|------------|-----------|-----------|----------|----------|------------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help |
| Stock Item Alt | eration | | Udaan In | stitute of Information & 1 | fechnology | | | | | × F2: Period |
| Name : De | ell Wireless Keyboard | | | | | | | | | F3: Company |
| unuoj . | | | | | | | | | | |
| | | | | | | | | | | F4 |
| | | | | | | | | | | F5 |
| Under | Elec | tronics | Statutory Details | | | | | | | F6 (|
| Units | DCS | | GST applicability | • Applicable | | | | | | F7 |
| Additional Data | | | HSN/SAC & Relate | d Details | | | | | | F8 |
| Additional Deta | (ROM) No. | | HSN/SAC Details | Specify Detail | Is Here | | | | | F9 |
| Alter components | | | HSN/SAC Description | 9207 | | | | | | F10: Other Masters |
| | | | GST Rate & Relate | ed Details | | | | | | |
| | | | GST Rate Details | : Specify Detai | ls Here | | | | | I: More Details |
| | | | GST Rate | 18 % | | | | | | |
| | | | Type of Supply | Goode | | | | | | |
| | | | Type of Supply | . Goods | | | | | | B: Get HSN/SAC Info |
| | | | Rate of Duty (eg 5) | : 0 | | | | | | |
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| | Opening B | alance : 800 | pcs 400.00 pcs | 3,20,000.00 | | | | | | |
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BASIC OF BANKING

Cheque Printing Entry

- Gateway of Tally > Voucher > Payment (F5) (Double Mode Entry) > Dr > Name of Creditor > Debit Amount > Cr > Bank Name > Transaction Type > Cheque > Type Cheque No > Save Entry (Ctrl+A)
- Cheque Print Preview (Click Print If You Want to Print Cheque) > Than Check

| TallyPrime | MANAGE | | | | | | | | - | ð × |
|------------------------------|------------|-----------------|------------------|--|------------|-----------|----------|---------------------|------------|--------|
| EDU | K: Company | Y: Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P:Print | F1: Help | |
| Bank Allocat | ions | | Udaan Instit | tute of Information & Technology | | | | × | | |
| Payment | | | | | | | | | | |
| Particula | | | | | | | | | | |
| | | | | | | | | | F5 | ¢ |
| Dr Natasha Fr Cur Bal: | | | Bank | Allocations for: Bank of India For: 12 000 00 | | | | | | |
| On Account Cr Bank of Inc | | 1. | Transaction Type | 101. 12,000.00 | | Amount | | | | |
| Cur Bal: | | Leager Hame | Transaction Type | | | Allount | | | | |
| | | Natasha Traders | Cheque | | | 12,000.00 | | | | |
| | | Cheque range | : 000001-000070 | | | | | | | |
| | | Inst No. | : 000003 | Inst Date | : 1-Apr-23 | | | | | |
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| Narration: | | | | | | | | | | |
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| Q: Quit | ^ | | Accept ^ | | | | | | F12: Confi | gure < |

| EDU | K: Company | | | | | | | | | | |
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| | | Y:Data | Z: Exchange | <u>G</u> : Go To | | O:Impor | t <u>E</u> :Export | M: Share | P:Print | F1: Help | |
| Cheque Payment | No. 6 | | Udaan In 0 1 2 3 4 5 6 uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu | stitute of Information & 7 8 9 10 11 12 13 | Technology 14 15 16 17 18 19 International and | 20 21 | | | 1-Apr-23 | | |
| | | | 1A/c Pave | e | 0 1 0 4 2 0 2 3 | | | | | | |
| Particulars | | | Natasha Traders | | | | | | | t | |
| Dr Natasha Trade Cur Bal: 0.0 | | | 3 — Twelve Thousan 4 — | d Only | **12,000.00 | | | | | | |
| Cr Bank of India | | | 5 | | for Udaan Foundation | | | | | | |
| Cur Bal: 13 | | | | | Jay Prakash Dubey | | | | | | |
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| Narration: | | | 26 | | | | | | | | |
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| | | | PgUp PgDn Pg Page: 1 of 1 In | Right» PgLeft« Ho Inches Print M | ome End Zo Iail Esc | om | | | | vate Windo | |

CONTRA (F4)

There Are Three Types Of Transaction In Contra

- 1. Bank to Cash
- 2. Cash to Bank
- 3. Bank to Bank

1. Bank to Cash (Withdrawal Entry)

• Gateway Of Tally > Vouchers > F4 Contra > Cr > Bank Name > Withdrawal Amount > Dr > Cash > Transaction Type > Cheque > Type Cheque No. > Save Entry (Ctrl+A)

| TallvPrime | MANAGE | | | | | | | | | - 0 | |
|--------------------|----------------|--------|-------------|-------------------------|-----------------------|-----------|-----------|-------------|-------------|----------------|----------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :G | юТо | O: Import | E: Export | M:E-mail | P:Print | F1: Help | |
| Accounting Vouch | her Creation | | | Udaan Institute Of Info | ormation & Technology | | | | × | F2: Date | ¢ |
| Contra | No. 1 | | | | | | | | 1-Apr-23 | E3: Company | |
| | | | | | | | | | Saturday | | |
| Particula | rs | | | | | | | Debit | Credit | E4: Contra | c |
| Cr Bank of In | dia | | | | | | | | 5.00.000.00 | E5: Payment | |
| Cur Bal | 3,00,000.00 Dr | | | | | | | F 00 000 00 | -,, | E6: Dessint | |
| Dr Cash Cur Bal | 3,65,052.00 Dr | | | | | | | 5,00,000.00 | | F0. Receipt | |
| | | | | | | | | | | F7: Journal | (|
| | | | | | | | | | | F8: Sales | ¢ |
| | | | | | | | | | | F9: Purchase | ¢ |
| | | | | | | | | | | F10: Other Vo | ouchers |
| | | | | | | | | | | | |
| | | | | | | | | | | E: Autofill | ¢ |
| | | | | | | | | | | H: Change M | ode |
| | | | | | | | | | | L: More Detail | s |
| | | | | | | | | | | O: Related Re | eports < |
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| Q: Quit | A | | A: Accept | | D:1 | Delete | el Vch | | | E12: Configur | re c |

2. Cash To Bank (Deposit Entry)

 Gateway Of Tally > Vouchers > F4 Contra > Cr > Cash > Deposit Amount > Dr > Bank Name > Transaction Type Cash > Type Denominations > Save Entry (Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | - 0 : | × |
|-----------------------------|----------------|--------|-------------|-------------------------|-----------------------|-------------|--------|----------|-------------------|----------------------|--------------------|------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :G | Go To | <u>O</u> :I | mport | E:Export | <u>M</u> : E-mail | P: Print | F1: Help | |
| Accounting Vouch | er Creation | | | Udaan Institute Of Info | ormation & Technology | | | | | × | F2: Date | ¢ |
| Contra | No. 2 | | | | | | | | | 1-Apr-23 Saturday | F3: Company | k |
| | | | | | | | | | | Outdroay | | |
| Particular | s | | | | | | | | Del | bit Credit | F4: Contra | ¢ |
| Cr Cash | | | | | | | | | | 1,50,000.00 | F5: Payment | • |
| Cur Bal: Dr. Bank of Ind | 2,15,052.00 Dr | | | | | | | | 1 50 000 | 00 | F6: Receipt | • |
| Cur Bal: | 4,50,000.00 Dr | | | | | | | | 1,50,000. | | F7: Journal | • |
| | | | | | | | | | | | F8: Sales | 1 |
| | | | | | | | | | | | F9: Purchase | 1 |
| | | | | | | | | | | | E10: Other Voucher | re (|
| | | | | | | | | | | | The other voucher | 3 |
| | | | | | | | | | | | F: Autofill | |
| | | | | | | | | | | | H: Change Mode | - |
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| | | | | | | | | | | | Q. Related Reports | |
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| Q: Quit | ^ | | Accept ^ | | | D: Delete | X: Can | cel Vch | | | F12: Configure | |

3. Bank to Bank (Transfer Entry)

There Are Three Types of Transfers

• IMPS (Immediate Payment Service)

≤ 500000/-

• NEFT (National Electronic Funds Transfer)

< 200000/-

• RTGS (Real-Time Gross Settlement)

≥ 200000/-

• Gateway Of Tally > Vouchers > F4 Contra > Cr > Bank Name > Transfer Amount > Dr > 2nd Bank Name > Transaction Type > E-Fund Transfer > Fill Bank Details > Save Entry (Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | - o > | < |
|---------------------------|----------------------------|--------|-------------|-------------------------|-----------------------|---------------|----------------------|-------------------|----------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :G | ю То | <u>O</u> : Im | port <u>E</u> :Expor | t <u>M</u> :Share | P: Print | F1: Help | |
| Accounting Vouche | er Alteration (Secondary) | | | Udaan Institute Of Info | ormation & Technology | | | | × | F2: Date | • |
| Contra | No. 3 | | | | | | | | 1-Apr-23 Saturday | F3: Company | • |
| | | | | | | | | | , | | |
| Particulars | 8 | | | | | | | De | bit Credit | F4: Contra | ¢ |
| To Bank of Ind | ia | | | | | | | | 2,00,000.00 | F5: Payment | • |
| Cur Bal: By State Bank | 2,50,000.00 Dr of India | | | | | | | 2,00,000 | .00 | F6: Receipt | 1 |
| Cur Bal: | 2,00,000.00 Dr | | | | | | | | | F7: Journal | • |
| | | | | | | | | | | F8: Sales | k |
| | | | | | | | | | | F9: Purchase | k |
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WHAT IS TAX ?

• Tax is a mandatory fee imposed by the government on an individual or organization. After that the government spends that money back on the public. According to the law, non-payment of tax voluntarily or by mistake can result in fine or punishment.

Types of Taxes

• A person or organization has to pay tax in different ways. Based on the method of tax payment by the tax authorities, tax is divided into Direct Tax and Indirect Tax.

Difference between Direct and Indirect Taxes

• Direct Taxes are those taxes which a person or organization pays directly to the government like Income Tax, Property Tax, Stamp Duty etc... On the contrary, indirect taxes are those taxes which the person or organization does not pay directly to the government but bears its burden. It is shifted to another which is ultimately recovered from the consumer. Like- GST, VAT, ED etc...

| DIRECT TAXES These are paid directly by the individual or entity to the central/state government | INDIRECT TAXES These are paid by one individual/ entity to the government and subsequently the tax burden is passed on to a different entity/individual |
|---|--|
| Examples of Direct Taxes in India are: | Examples of Indirect Taxes in India are: |
| Income Tax | Goods and Services Tax (GST) |
| Corporation Tax | Value Added Tax (VAT) |
| Capital Gains Tax | Customs Duty |
| Profession Tax | Excise Duty |
| Property Tax | Securities Transaction Tax |
| Road Tax | Dividend Distribution Tax |
| Stamp Duty | Sales Tax |

1. GST Taxes: GST, or Goods and Services Tax, is an indirect tax imposed on the supply of goods and services. It is a multi-stage, destination-oriented tax imposed on every value addition, replacing multiple indirect taxes, including VAT, excise duty, service taxes, etc.

• What is **GST**: The full name of GST is Goods and Services Tax, which is an indirect tax levied on buying and selling of goods and services, which was implemented on 1-July-2017.

Type of GST

There are three types of GST.

- **CGST** (Central Goods and Services Tax)
- SGST (State Goods and Services Tax)
- **IGST** (Integrated Goods and Services Tax)

| Types of GST | Authority which is benefitted | Who is it collected by? | Transactions which are applicable (Goods and Services) | | |
|--------------|--|-------------------------|---|--|--|
| CGST | Central Government | Central Government | Within a single state, i.e. intrastate | | |
| SGST | State Government | State Government | Within a single state, i.e. intrastate | | |
| IGST | Central Government and State Government | Central Government | Between two different states or a state and a Union Territory, i.e. interstate | | |

GST Rate: 0% 5% 12% 18% 28%

| | <u> ST Rate Slabs</u> |
|-------|---|
| 0% | Fresh Fruits, Vegetables, Newspaper, grains, etc. |
| 0.25% | Diamonds - Rough and Semi-precious stones, etc. 💎 🦉 🎶 |
| 3% | Silver, Gold or Imitation Jewellery, etc. |
| 5% | Apparels below Rs. 1000 and footwear below Rs. 500, etc. |
| 12% | Apparels above Rs 1000 , Business Class Air Ticket, Cheese, etc. |
| 18% | Footwear above Rs. 500, Mobile, Camera, etc. |
| 28% | Air Conditioner, Automobiles, 5-star hotel stays, etc. |

GSTR1 : Sales

GSTR2A : Purchase

GSTR3B : Sale Tax-Purchase Tax

GSTR 1: Goods and Services tax Return 1 is a type of document which every registered tax payer has to file monthly/quarterly. It contains complete details of how many sales of goods and services the company has made.

GSTR 2A: Goods and Services tax Return 2A is a type of document which every registered tax payer has to file monthly/quarterly. It contains complete details of how many Purchase of goods and services the company has made.

| (GSTR | 2A) | (GSTR 1) | | | | |
|-----------|------------|-----------|------------|--|--|--|
| Purch | ase | Sales | | | | |
| Goods@18% | 5,00,000/- | Goods@18% | 5,50,000/- | | | |
| CGST@9% | 45,000/- | CGST@9% | 49,500/- | | | |
| SGST@9% | 45,000/- | SGST@9% | 49,500/- | | | |
| Total | 5,90,000/- | Total | 6,49,000/- | | | |

GSTR 3B: Goods And Services Tax 3B is a simplified summary return and the purpose of the return is for taxpayers to declare their summary GST liabilities for a particular tax period and discharge these liabilities.

| GSTR3B | | | | | | | | | |
|---|---------------|----------|----------|--|--|--|--|--|--|
| Particular | Taxable Value | CGST | SGST | | | | | | |
| Outward Supplies | 5,50,000/- | 49,500/- | 49,500/- | | | | | | |
| Eligible ITC | 5,00,000/- | 45,000/- | 45,000/- | | | | | | |
| Tax Liability-Eligible ITC-Payable Amount | | | | | | | | | |
| CGST | 49,500 - 4 | 45,000 | = 4500/- | | | | | | |
| SGST | 49,500 - 4 | = 4500/- | | | | | | | |
| | 99,000/- 9 | 9,000/- | | | | | | | |

• HSN Code(Harmonized System of Nomenclature)

HSN Code 5000 से अधिक Product को अलग अलग category me बाटता करता है।

e.g. HSN Code for Brown Rice is 100620

• **E-Way-Bill** : This bill is generated through the government, in which the amount of our invoice is above Rs 50000, then we generate this e-invoice online and include the e-way bill number in the tally invoice and that invoice is declared an e-invoice. is generated only from sales.

2. TDS Tax : TDS is a method of indirect tax by the government. This prevents tax evasion. TDS can be understood in a simple way like this (percentage): Some part of your income is deducted by the organization providing you income, it is called TDS. Income from tax collection is the main source of revenue of the government. Only through the taxes collected from the people, the government is able to provide many types of facilities in the country, such as medical, education, social security, transport etc.

Some important payments covered under TDS -

- Salary
- Interest
- Professional Fee
- Commission
- Brokerage
- Rent

| TDS RATE CHART | | | | | | | | | |
|----------------|-----------|----------------------------|-----------------------------------|------------|--|--|--|--|--|
| Section | Deductee* | Nature of transaction | Threshold Limit (Rs) | TDS Rate | | | | | |
| 192 | R,NR | Payment of salary | Basic exemption limit of employee | Slab Rates | | | | | |
| 194H | R | Commission or brokerage | 15,000 | 5% | | | | | |
| 194 | R | Payment of Any Dividend | 5,000 | 10% | | | | | |

DATA ENTRY

PURCHASE(F9)

- 1. Purchase for Goods
- On Cash
- On Credit
- 2. Purchase for Services
- Cash Purchase
- Credit Purchase

Purchase for Goods

(Cgst/Sgst)

"Cgst/lgst is applicable when the Purchase is Done within state For e.g. Meghmani Organics sells medicine in Ahmedabad and For that raw materials is purchased from Surat(Within Gujarat)"

- 1. On Cash :
- Gateway of tally > vouchers > F9 purchase > Change Mode(Ctrl+H) > Item Invoice
- Party A/c Name > Cash > Fill Party details
- Purchase Ledger > Create > Purchase A/c > Under > Purchase Account > Save(Ctrl+A)
- Name Of Item > Create > Chairs > Unit > Pcs > Fill Gst Details > yes > Hsn Code (4 digit) > Calculation Type > On Value >
- Taxability > Taxable > Tax Rate > 12% > Save Item (Ctrl+A)

• Quantity > Rate > Amount > 2 Times Enter And Choose CGST and SGST Ledger > Amount will Come Automatically Come According To Gst Rate > Save Entry (Ctrl+A).

| EDU K-Company Y:Data Z:Exchange G:Go To O:Import Party Details Udaan Institute of Information & Technology Purchose No. 2 Suppler Invoice No.: Date Party Ale name Cash Outment balance : 1739/740.00 Dr Purchase : 2000 Dr Name of Item : 2000 Dr Chairs : 2000 Dr | E:Export | t:Share Rate per 680.00 pcs | P:Print Anount | F1:Help |
|---|---------------------|-----------------------------------|-------------------|------------------|
| Party Details Udaan Institute of Information & Technology Purchase No. Supplier Invoice No.: Date Party Ale name : Cash Current balance Current balance : Purchase Current balance Chairs : | Quantity 500 pcs | Rate per 680.00 pcs | Amount | |
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| Party Details | | | | |
| Supplier (Bill from) Dur Supplier | | | | |
| Mailing Name : Pvc Furniture | | | | |
| Address : Lambha Ahmedabad | | | | |
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| | | | | |
| | | | | |
| | | | | |
| State : Gujarat | | | | |
| Country : India | | | | |
| GSTIN/UIN : 24KJHTD4518H125 | | | | |
| Disco of Supply | | | | |
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| Q:Quit | | | | F12: Configure < |

| TallyPrime | MANAGE | | | | | | | | | | – ø × |
|--------------------------------|-----------------------|----------|-------------|-----------------|-------------------------|-----------|---------------|-----------|--------------|------------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | | G:Go To | | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting Vo | oucher Alteration (Se | condary) | | Udaan Institute | of Information & Techno | ology | | | | × | F2: Date < |
| Purchase Supplier Invoice N | No. 2 | Data | | | | | | | | 1-Apr-23 | F3: Company |
| Party A/c name | · Cash | Date . | | | | | | | | Gaturuay | |
| Current balance | : 17,59,740.00 Dr | | | | | | | | | | F4: Contra |
| Purchase ledger | : Purchase | | | | | | | | | | F5: Payment |
| Name of Item | . 5,77,500,00 57 | | | | | | | Quantity | Rate per | Amount | F6: Receipt |
| | | | | | | | | | | | F7: Journal |
| Chairs | | | | | | | | 500 pc | s 680.00 pcs | 3,40,000.00 | F8: Sales |
| | | | | | | | | | | | F9: Purchase |
| Cgst Sqst | | | | | | | | | | 20,400.00 20,400.00 | E10: Other Vouchers |
| ° | | | | | | | | | | | |
| | | | | | | | | | | | F: Autofill |
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| | | | | | | | | | | | O: Related Reports |
| | | | | | | | | | | | Q. Related Reports |
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| Provide GST/e-Wa | ay Bill details : No | | | | | | | | | | |
| Narration: | | | | | | | | 500 pc | s Activ | 3,80,800.00 | |
| | | | | | | | | | Go to | Settings to activ | |
| Q: Quit | A | | A: Accept | Δ. | | D: Delete | A X: Cancel V | ′ch ∧ | | _ | F12: Configure |
| | | | = | | | | - | | | | |

2. On Credit :

- Gateway of tally > vouchers > F9 purchase > Change Mode (Ctrl+H) > Item Invoice
- Party A/c Name > Create Ledger > Nisha Clothing > Under > Sundry Creditors > Fill Address And Gst Details > Save Ledger
- Purchase Ledger > Create Ledger > Purchase A/c > Under > Purchase Account > Save ledger
- Name Of Item > Create > Uniform > Unit > Pcs > Fill Gst Details > yes > Hsn Code (4 digit) > Calculation Type > On Value > Taxability > Taxable > Tax Rate > 12% > Save Item (Ctrl+A)

• Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount will Come Automatically Come According To Gst Rate > Save Entry (Ctrl+A).

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|--------------------|------------------|--------|-------------|------------------------|------------------------|-----------|---------------|----------|------------|-----------|---------------------|---|
| EDU | K:Company | Y:Data | Z: Exchange | <u>G</u> :0 | Go To | | O:Import E | Export | M:E-mail | P: Print | F1:Help | |
| Accounting Vouche | er Creation | | | Udaan Institute Of Inf | formation & Technology | | | | | × | E2: Date | e |
| Purchase | No. 5 | | | | | | | | | 1-Apr-23 | 1 2. Date | P |
| Supplier Invoice N | No.: | Date : | | | | | | | | Saturday | F3: Company | ۲ |
| Party A/c name | : Nisha Clothing | | | | | | | | | | | |
| Current balance | 1 | | | | | | | | | | E4: Contra | 6 |
| Purchase ledger | : Purchase | | | | | | | | | | | Ľ |
| Current balance | : 3,40,000.00 Dr | | | | | | | | | | F5: Payment | • |
| Name of Item | | | | | | | | Quantity | Rate per | Amount | F6: Receipt | < |
| | | | | | | | | | | | E7: Journal | |
| Uniform | | | | | | | | 50 pcs | 750.00 pcs | 37,500.00 | Fr: Journal | Ľ |
| | | | | | | | | | | | F8: Sales | ¢ |
| Cast | | | | | | | | | | 2 250 00 | F9: Purchase | |
| Sast | | | | | | | | | | 2,250.00 | | Н |
| oger | | | | | | | | | | 2,200100 | F10: Other Vouchers | |
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| | | | | | | | | | | | H: Change Mode | |
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| Narration: | | | | | | | | 50 pcs | | 42,000.00 | | |
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| Q: Quit | ^ | | Accept ^ | | | D: Delete | X: Cancel Vcl | h ^ | | | F12: Configure | < |

Purchase for Services (Cgst/Sgst)

- 1. On Cash :
- Gateway of tally > vouchers > F9 purchase > Change Mode (Ctrl + H) > Accounting Invoice
- Party A/c Name > Cash > Fill Party details
- Particular > Create Ledger > maintenance > Under > Indirect Expense > Fill Gst Details > Save Ledger
- Amount > 2 Times Enter And Choose CGST and SGST Ledger > Amount will Come Automatically Come According To Gst Rate > Save Entry (Ctrl+A)



| TallyPrime | MANAGE | | | | | | | | | | – 8 × | |
|--------------------|-----------------------|----------|-------------|----------------------|-------------------|---------------|-------------------|---------|----------|---------------------|----------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : | Go To | <u>O</u> : lr | nport <u>E</u> :E | xport N | A: Share | P: Print | F1: Help | |
| Accounting Vo | oucher Alteration (Se | condary) | Uda | aan Institute of Inf | ormation & Techno | logy | | | | × | F2: Date | < |
| Purchase | No. 1 | | | | | | | | | 1-Apr-23 | F3: Company | < |
| Supplier Invoice N | NO. : | Date : | | | | | | | | Saturday | | |
| Current balance | : 17,18,940.00 Dr | | | | | | | | | | F4: Contra | ¢ |
| Particulars | | | | | | | | | Rate p | er Amount | F5: Payment | < |
| Maintenance | | | | | | | | | | 3,50,000.00 | F6: Receipt | < |
| Sqst | | | | | | | | | | 21,000.00 | F7: Journal | ¢ |
| · | | | | | | | | | | | F8: Sales | < |
| | | | | | | | | | | | F9: Purchase | ¢ |
| | | | | | | | | | | | F10: Other Vouchers | ¢ |
| | | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | | H: Change Mode | ¢ |
| | | | | | | | | | | | I: More Details | ¢ |
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| Q: Quit | A | | Accept ^ | | | D: Delete | X:Cancel Vch | ^ | | | F12: Configure | |

2. On Credit :

- Gateway of tally > vouchers > F9 purchase > Change Mode (Ctrl + H) > Accounting Invoice
- Party A/c Name > Create Ledger > Seema Enterprise > Under > Sundry Creditors > Fill Address And Gst Details > Save Ledger
- Particulars > Create Ledger > Furniture > Under > Fixed Assets > Fill Gst Details > Save Ledger
- Amount > Choose CGST and SGST Ledger > Amount will Come Automatically Come According To Gst Rate > Save Entry (Ctrl+A)

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| counting V | oucher Alteration (| Secondary) | | Udaan Institut | te of Information & Tec | hnology | | | | × | F2: Date |
| Purchase | No. 3 | | | | | | | | | 1-Apr-23 | F3: Company |
| plier Invoice I | No. : | Date : | | | | | | | | Saturday | rereempany |
| y A/c name | Seema Furnitur | e | | | | | | | | | E4: Contra |
| ticulars | | | | | | | | | Rate p | er Amount | F4. Contra |
| | | | | | | | | | | 1 80 000 00 | F5: Payment |
| iture interio st | or design | | | | | | | | | 10,800.00 | F6: Receipt |
| t | | | | | | | | | | 0,800.00 | F7: Journal |
| | | | | | | | | | | | F8: Sales |
| | | | | | | | | | | | F9: Purchase |
| | | | | | | | | | | | F10: Other Vouchers |
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| | | | | | | | | | | | F: Autofill |
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Purchase for Goods (IGST)

"Igst is applicable when the Purchase is Done From other State For e.g. Meghmani Organics sells medicine in Ahmedabad(Gujarat) and For that raw materials is purchased from Mumbai(Maharashtra)" • Gateway of tally > vouchers > F9 purchase > Change Mode (Ctrl+H) > Item Invoice

• Party A/c Name > Create Ledger > Tata Steel Ltd > Under > Sundry Creditors > Fill Address And Gst Details (Address Should be of Other State) > Save Ledger

- Purchase Ledger > Create Ledger > Purchase A/c > Under > Purchase Account > Save ledger
- Name Of Item > Create > Tata Steelium > Unit > kg > Fill Gst Details > yes > Hsn Code (4 digit) > Calculation Type > On
- Value > Taxability > Taxable > Tax Rate > 18% > Save Item (Ctrl+A)

• Quantity > Rate > Amount > Enter 2 Times Choose Ledger IGST > Amount will Come Automatically According To Gst Rate > Save Entry (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | – ø | |
|-----------------|------------------------------|--------|-------------|-----------------------------|-----------------|-----------|-----------|------------|-------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | | O: Import | E: Export | M: Share | P:Print | F1:Help | |
| Accounting V | oucher Creation | | Ud | aan Institute of Informatio | on & Technology | | | | × | F2: Date | Ì |
| Purchase | No. 6 | Data | | | | | | | 1-Apr-23 | F3: Company | |
| Party A/c name | Tata Steel Itd | Date . | | | | | | | Saturuay | | |
| Current balance | | | | | | | | | | F4: Contra | ĺ |
| Purchase ledger | : Purchase 3 77 500 00 Dr | | | | | | | | | F5: Payment | |
| Name of Item | | | | | | | Quantity | Rate per | Amount | F6: Receipt | |
| | | | | | | | | | | F7: Journal | Î |
| Tata Steelium | | | | | | | 584 KG | 5 55.00 KG | 32,120.00 | F8: Sales | Î |
| ICST | | | | | | | | | 5 791 60 | F9: Purchase | 1 |
| 1031 | | | | | | | | | 5,761.00 | F10: Other Vouchers | 1 |
| | | | | | | | | | | | |
| | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | H: Change Mode | |
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| Narration: | | | | | | | 584 KG | Acti | vate \/37,901.60 | rs | |
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Purchase for Services (IGST)

• Gateway of tally > vouchers > F9 purchase > Change Mode (Ctrl+H) > Accounting Invoice

• Party A/c Name > Create Ledger > Party Name > Under > Sundry Creditors > Fill Address And Gst Details (Address Should be of Other State) > Save Ledger

- Particulars > Create Ledger > Transportation Exp > Under > Indirect exp > Fill Gst Details > Save Ledger
- Amount > Choose Ledger IGST > Amount will Come Automatically According To Gst Rate > Save Entry (Ctrl+A)



SALES(F8)

- 1. Sales for Goods
- On Cash
- On Credit
- 2. Sales for Services
- On Cash
- On Credit

Sales for Goods

(Cgst/Sgst)

"Cgst/lgst is applicable when the Sales is Done within state For e.g. Meghmani Organics Is located In Gujarat And sells medicine Within The State(Gujarat)

- 1. On Cash :
- Gateway of tally > vouchers > F8 Sales > Change Mode (Ctrl+H) > Item Invoice
- Party A/c Name > Cash > Fill Party Details
- Sales Ledger > Create Ledger > Sales A/c > Under > Sales Account > Save(Ctrl+A)
- Name Of Item > Choose Item You Want to Sell
- Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount will Come Automatically According To Gst
- Rate > Fill E-Way-Bill > Save Entry (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | 8 × |
|--|---|--|---------------------------------------|---|-----------------------|----------|----------|---------------------------|--------------------------|---------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | O: Import | E:Export | M: Share | P: Print | F1:Help | |
| Statutory Deta Sales Party A/c name Current balance Sales ledger | ills No. 2 : Cash : 16,47,914.00 Dr : Sales A/c | | Udaan Institu | te of Information & Techr | iology | | | X 1-Apr-23 Saturday | | |
| Current balance Name of Item | | | | | | | | | | |
| Dell Wireless Ke | | | | | | | | | | |
| Cgst Sgst | | | Additional | Details : Local Sales - Taxal | ble | | | | | |
| | | e-Way Bill No. | (e-W : <mark>16100000518</mark> | e-Way Bill Details ay Bill status : Generated) Date Place of Party | : 1-Apr-23 | | | | | |
| | | Dispatch from Ship to | : Ahmedabad : Ahmedabad | Transport Details | | | | | | |
| | | Transporter Name Part B Details | Sktransport | Transporter | ID : 24HGTFR45951Z5 | | | | | |
| | | Mode Doc/Lading/RR/AirWay Vehicle Number | : 1 - Road / No. : : DL01AB0123 | Date Vehicle Tyj | : pe : R - Regular | | | | W:e-Way B | ill History < |
| | | | | | | | | | L:Calculate on Portal | Distance |
| | | | | | | | | | | |
| Provide GST/e-Wa | | | | | | | | | | |
| Narration: | | | | | | | | | 's ate Window | |
| Q: Quit | Λ | <u>A</u> | Accept | | | | | | F12: Configu | re 🤇 |

| TallvPrime | MANAGE | | | | | | | | | | - @ × |
|---------------------------------|------------------------------|-----------|-------------|-------------------|----------------------|-----------|---------------|-----------|--------------|-------------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | | <u>G</u> :Go To | | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting Vo | oucher Alteration (Se | econdary) | | Udaan Institute o | of Information & Teo | hnology | | | | × | F2: Date |
| Sales | No. 2 | | | | | | | | | 1-Apr-23 | F3: Company |
| Party A/c name | · Cash | | | | | | | | | Saturday | |
| Current balance | 16,47,914.00 Dr | | | | | | | | | | F4: Contra |
| Sales ledger Current balance | Sales A/c 66.00.159.18 Cr | | | | | | | | | | F5: Payment < |
| Name of Item | | | | | | | | Quantity | Rate per | Amount | F6: Receipt < |
| | | | | | | | | 252 | | 1 00 500 00 | F7: Journal |
| Dell Wireless Ke | eyboard | | | | | | | 250 pc | s 490.00 pcs | 1,22,500.00 | F8: Sales |
| Cast | | | | | | | | | | 11 025 00 | F9: Purchase < |
| Sgst | | | | | | | | | | 11,025.00 | F10: Other Vouchers |
| | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | I: More Details |
| | | | | | | | | | | | Q: Related Reports |
| | | | | | | | | | | | |
| | | | | | | | | | | | L:Optional < |
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| Provide GST/e-Wa | ay Bill details : Yes | 5 | | | | | | | | | |
| Narration: | | | | | | | | 250 pcs | a Activ | a a 1 ,44,550.00 | S |
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| Q: Quit | ^ | 4 | Accept | ^ | | D: Delete | A X: Cancel V | ch ^ | | | F12: Configure |

- 2. On Credit :
- Gateway of tally > vouchers > F8 Sales > Change Mode (Ctrl+H) > Item Invoice
- Party A/c Name > Create Ledger > Rukmani Traders > Under : Sundry Debtors > Fill Address And Gst Details
- Save Ledger > Create Ledger > Sales A/c > Under > Sales Account > Save ledger
- Name Of Item > Choose Item You want to sell

• Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Fill E-Way-Bill Details > Save Entry (Ctrl+A).

| TallvPrime | MANAGE | | | | | | | | | | – ø × |
|-------------------|-------------------------------|----------|-------------|-----------------------|--------------------|---------------|------------------|----------|-----------------|------------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : | Go To | <u>O</u> : Ir | nport <u>E</u> : | Export | M: Share | P:Print | F1:Help |
| Accounting Vo | oucher Alteration (Se | condary) | Ud | aan Institute of Info | ormation & Technol | ogy | | | | × | F2: Date |
| Sales | No. 4 | | | | | | | | | 1-Apr-23 | F3: Company |
| Party A/c name | · Dukmani Tradore | | | | | | | | | Saturday | |
| Current balance | : 5,203.80 Cr | | | | | | | | | | F4: Contra |
| Sales ledger | : Sales A/c | | | | | | | | | | F5: Payment |
| Name of Item | . 00,00,135.16 01 | | | | | | (| Quantity | Rate per Disc % | Amount | F6:Receipt < |
| | | | | | | | | | | | F7: Journal |
| Dell Wireless Ke | eyboard | | | | | | | 450 pcs | 490.00 pcs 2 % | 2,16,090.00 | F8: Sales |
| | | | | | | | | | | | F9: Purchase |
| Cgst Sast | | | | | | | | | | 19,448.10 19.448.10 | F10: Other Vouchers |
| 5 | | | | | | | | | | | The other vouchers |
| | | | | | | | | | | | F: Autofill |
| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | L'More Details |
| | | | | | | | | | | | O: Related Reports |
| | | | | | | | | | | | Q. Related Reports |
| | | | | | | | | | | | L:Ontional |
| | | | | | | | | | | | T: Post-Dated |
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| Provide GST/e-Way | y Bill/e-Invoice details: Yes | | | | | | | | | | |
| Narration: | | | | | | | | 450 pcs | Activ | 2,54,986.20 | S |
| | | | | | | | | | Go to | Settings to activ | |
| Q: Quit | ^ | | A: Accept | | | D: Delete | X: Cancel Vch | ^ | | | F12: Configure |

Sales for Services

(Cgst/Sgst)

- 1. On Cash :
- Gateway of tally > vouchers > F8 Sales > Change Mode (Ctrl+H) > Accounting Invoice
- Party A/c Name > Cash > Fill Party Details
- Particular > Create Ledger > Computer Repair > Under > Indirect Incomes > Fill Gst Details > Save Ledger
- Amount > Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Fill E-Way-Bill Details > Save Entry (Ctrl+A)

| TallvPrime | MANAGE | | | | | | | | | | | - 6 | × |
|-------------------|--------------------------|--------|-------------|------------------------|-----------------------|-----------|------------|------------------|------|----------|----------------------|--------------|-----------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :(| Go To | <u>0</u> | : Impo | ort <u>E</u> :E> | port | M:E-mail | P: Print | F1: Help | |
| Accounting Vouche | r Alteration (Secondary) | | | Udaan Institute Of Inf | ormation & Technology | | | | | | > | F2: Date | ¢ |
| Sales | No. 1 | | | | | | | | | | 1-Apr-23 Saturday | F3: Company | y (|
| Party A/c name | : Cash | | | | | | | | | | outonauj | | |
| Current balance | : 1,36,550.00 Cr | | | | | | | | | | | F4: Contra | ¢ |
| Particulars | | | | | | | | | | Rate p | ber Amoun | F5: Payment | t ¢ |
| Computer Repa | ir | | | | | | | | | | 8,900.00 | F6: Receipt | c |
| Cgst Sast | | | | | | | | | | | 801.00 801.00 | F7: Journal | |
| ogot | | | | | | | | | | | | F8: Sales | |
| | | | | | | | | | | | | EQ: Durchas | |
| | | | | | | | | | | | | F10: Other) | z v |
| | | | | | | | | | | | | FIU: Other V | ouchers c |
| | | | | | | | | | | | | L. Autofil | |
| | | | | | | | | | | | | | ۰ ۱ |
| | | | | | | | | | | | | H: Change N | iode < |
| | | | | | | | | | | | | L: More Deta | ils < |
| | | | | | | | | | | | | O: Related F | eports |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | L: Optional | ¢ |
| | | | | | | | | | | | | : Post-Date | d < |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Narration: | | | | | | | | | | | 10,502.00 | | |
| | | | | | | | | | | | | | |
| Q: Quit | ^ | | Accept ^ | | | D: Delete | ^ <u>X</u> | Cancel Vch | ٨ | | | F12: Configu | re < |

2. On Credit :

- Gateway of tally > vouchers > F8 Sales > Change Mode (Ctrl+H) > Accounting Invoice
- Party A/c Name > Create Ledger > Hari Enterprise > Under > Sundry Debtors > Fill Address And Gst Details > Save Ledger
 Destion A Create Ledger > Cre
- Particulars > Create Ledger > Graphic Design Course Package > Under > Indirect Income > Fill Gst Details > Save Ledger
 Amount > Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Fill E-Way-Bill Details > Save

Entry (Ctrl+A)

| TollyDrime | MANAGE | | | | | | | | – ø × | |
|-------------------|--------------------------|--------|-------------|---------------------------------------|-----------|---------------|------------------------|-----------|----------------------|---|
| EDU | K:Company | Y:Data | Z: Exchange | G: Go To | O:I | mport E:Ex | cport M: E-mail | P: Print | F1:Help | |
| Accounting Vouche | er Alteration (Secondar) | n) | | Udaan Institute Of Information & Tech | nology | | | X | E2. Data | |
| Sales | No. 3 | | | | | | | 1-Apr-23 | FZ: Date | ć |
| | | | | | | | | Saturday | F3: Company | ٢ |
| Party A/c name | : Hari Enterpris | e | | | | | | | | |
| Current balance | 14,160.00 D | r | | | | | | | F4: Contra | č |
| Particulars | | | | | | | Rate pe | er Amount | | ÷ |
| Country Dealers | Course Development | | | | | | | 42,000,00 | F5: Payment | ć |
| Graphic Design | Course Package | | | | | | | 12,000.00 | F6: Receipt | ¢ |
| Sqst | | | | | | | | 1,080.00 | F7: Journal | ¢ |
| Ū | | | | | | | | | EQ. Calaa | 7 |
| | | | | | | | | | Fo: Sales | ŝ |
| | | | | | | | | | F9: Purchase | ٢ |
| | | | | | | | | | F10: Other Vouchers | |
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| | | | | | | | | | E. Autofil | |
| | | | | | | | | | E. Autoini | è |
| | | | | | | | | | H: Change Mode | |
| | | | | | | | | | L: More Details | |
| | | | | | | | | | O: Related Reports | |
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| | | | | | | | | | <u>⊺</u> :Post-Dated | |
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| Drouido o Invoico | dotaile | : No | | | | | | | | |
| Filovide e-mvoice | uetalls | . 110 | | | | | | | | |
| Narration: | | | | | | | | 14,160.00 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Q: Quit | ^ | | Accept ^ | | D: Delete | X: Cancel Vch | ^ | | F12: Configure | ¢ |

Sales for Goods

(IGST)

"Igst is applicable when the Product Is Sold To other States For e.g. Meghmani Organics Is Located in Ahmedabad(Gujarat) and Sale medicine to Mumbai(Maharashtra)"

• Gateway of tally > vouchers > F8 Sales > Change Mode (Ctrl + H) > Item Invoice

• Party A/c Name > Party Name > Sundry Debtors > Fill Address And Gst Details (Address Should be of Other State) > Save Ledger

- Sales Ledger > Create Ledger > Sales A/c > Under > Sales Account > Save ledger
- Name Of Item > Quantity > Rate > Amount > Enter 2 Times Choose Ledger IGST > Amount will Come Automatically

According To Gst Rate > Fill E-Way-Bill Details > Save Entry Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | | - 0 | |
|-------------------|------------------|--------|-------------|-----------------------|--------------------|-----------|-----------------|----------|----------|-------------------|-----------------|-------|
| EDU | K: Company | Y:Data | Z: Exchange | | G: Go To | | O: Import | E:Export | I: Share | P:Print | F1:Help | |
| ccounting Vo | ucher Creation | | l | Udaan Institute of Ir | nformation & Techn | lology | | | | × | F2: Date | |
| Sales | No. 5 | | | | | | | | | 1-Apr-23 | F3: Company | |
| | | | | | | | | | | Saturday | | |
| urrent balance | : Adam Group | | | | | | | | | | F4: Contra | |
| ales ledger | : Sales A/c | | | | | | | | | | E5: Payment | _ |
| ame of Item | : 3,43,000.00 Cr | | | | | | | Quantity | Rate per | Amount | E6: Receint | |
| | | | | | | | | | | | F7: Journal | |
| ata Steelium | | | | | | | | 123 KG | 75.00 KG | 9,225.00 | ER Calas | _ |
| | | | | | | | | | | | Fo: Sales | |
| ST | | | | | | | | | | 1,660.50 | F9: Purchase | |
| | | | | | | | | | | | F10: Other Vou | chers |
| | | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | | H: Change Mod | e |
| | | | | | | | | | | | L: More Details | |
| | | | | | | | | | | | O:Related Rep | orts |
| | | | | | | | | | | | L:Ontional | |
| | | | | | | | | | | | T: Post Dated | _ |
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| wration: | | | | | | | | 102 1/0 | Activ | ata 1/40-995-50 | | |
| an au UII. | | | | | | | | 125 KG | Go to | Settings to activ | | |
| | | | 1 | | | | N. 0 | | | inge to beau | 540 A 4 | |
| i: Quit | | | Accept | | | D: Delete | A X: Cancel Vcl | n ^ | | | F12: Configure | |
| | | | | Sa | les for Se | ervices | | | | | | |

(IGST)

- •
- Gateway of tally > vouchers > F8 Sales > Change Mode (Ctrl+H) > Accounting Invoice Party A/c Name > Under > Sundry Debtors > Fill Address And Gst Details (Address Should be of Other State) > Save Ledger •
- Particulars > Choose Service You Have To sale •
- Amount > Choose Ledger IGST > Amount will Automatic Come According To Gst Rate > Fill E-Way-Bill Details > Save Entry •
- (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | - 🗗 🗙 |
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| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :Go To | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting \ | oucher Alteration | (Secondary) | Udaan In | stitute of Information & Technology | | | | × | F2: Date |
| Sales | No. 6 | | | | | | | 1-Apr-23 | F3: Company |
| atu Ale name | | PORT | | | | | | Saturday | |
| urrent balance | 8,850.00 D | r Or | | | | | | | F4: Contra |
| articulars | | | | | | | Rate | per Amount | F5: Payment |
| ALLY COURS | E PACKAGE | | | | | | | 25,000.00 | E6: Receipt |
| GST | | | | | | | | 4,500.00 | E7: Journal |
| | | | | | | | | | E9: Salas |
| | | | | | | | | | F9: Purchase |
| | | | | | | | | | F10: Other Vevelore |
| | | | | | | | | | Pilo: Other Vouchers |
| | | | | | | | | | E. Autofil |
| | | | | | | | | | E. Automi |
| | | | | | | | | | E Change Wode |
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| vovide e-Invoice | e details : | No | | | | | | | |
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| iarration: | | | | | | | Ac | to Settings to activ | |
| | | | | | | | 60 | to settings to activ | |
| Q: Quit | ~ | | A: Accept | D: Dele | te 🔥 X: Cance | el Vch | | | F12: Configure |

RECEIPT ENTRY (F6)

There Are Two Types Of Receipt Entry

Cash Receipt •

36

• Bank Receipt

1. Cash Receipt (Double Mode Entry) - Gateway Of Tally > Vouchers > F6 Receipt > To > Party Name > Credited Amount > By > Cash > Save Entry (Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | | – ø > | k |
|---------------------------|----------|--------|--------------|-------------|------------------------|-----------------------|---------------|-------------------|--------|-----------|----------------------|------------------------|-----|
| EDU | K:Com | pany | Y: Data | Z: Exchange | <u>G</u> :0 | Go To | <u>O</u> : Im | iport <u>E</u> :E | Export | M: Share | P: Print | F1: Help | |
| Accounting Voucher | Creation | | | | Udaan Institute Of Inf | ormation & Technology | | | | | × | F2: Date | ¢ |
| Receipt | No. | 2 | | | | | | | | | 1-Apr-23 Saturday | F3: Company | k |
| | | | | | | | | | | | outurday | | |
| Particulars | | | | | | | | | | Debi | Credit | F4: Contra | ¢ |
| To Hari Enterpris | e | | | | | | | | | | 14,160.00 | F5: Payment | < |
| Cur Bal: 0. Agst Ref 3 | .00 Cr | | 14,160.00 Cr | | | | | | | | | F6: Receipt | • |
| By Cash | 20.242 | 00 D. | | | | | | | | 14,160.00 | | F7: Journal | • |
| Gur Bal: 2, | ,29,212. | .00 Dr | | | | | | | | | | F8: Sales | k |
| | | | | | | | | | | | | F9: Purchase | ¢ |
| | | | | | | | | | | | | F10: Other Vouchers | 5 < |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | | | H: Change Mode | ¢ |
| | | | | | | | | | | | | I: More Details | ¢ |
| | | | | | | | | | | | | • O:Related Reports | 1 |
| | | | | | | | | | | | | = | |
| | | | | | | | | | | | | L: Optional | |
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| Narration: | | | | | | | | | | 14,160.00 | 14,160.00 | _ / | |
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| 0.0.1 | | | | A. A | | | D. D. Lite | Y. Oracal M. J. | | | | E42-0 | |
| <u>u</u> : Quit | ^ | | | Accept ^ | | | D: Delete | A: Cancel Vch | ^ | | | F1Z: Configure | |

2. **Bank Receipt (Single Mode Entry)** - Gateway of Tally > Vouchers > F6 Receipt > Account > Bank Name > Particular > Party Name > Credited Amount > Save Amount (Ctrl+A)

| TallvPrime | MANAGE | | | | | | | | | – ø × | |
|-------------------------------|------------------|----------------|-------------|--------------------------|--------------|-----------|-----------|----------|----------------------|----------------------|---|
| EDU | K: Company | <u>Y</u> :Data | Z: Exchange | <u>G</u> : Go To | | O: Import | E: Export | M: Share | P:Print | F1: Help | |
| Accounting V | oucher Creation | | Udaar | Institute of Information | & Technology | | | | × | F2: Date | < |
| Receipt | No. 3 | | | | | | | | 1-Apr-23 | F3: Company | k |
| | | | | | | | | | Saturday | | |
| Account | Bank of India | | | | | | | | | F4: Contra | ¢ |
| Current balance Particular | : 5,10,190.00 Dr | | | | | | | | Amount | F5: Payment | • |
| | | | | | | | | | 2 62 402 02 | E6: Receipt | 1 |
| Cur Bal: | s).00 Cr | | | | | | | | 2,60,190.00 | E7: Journal | 1 |
| Agst Ref 4 | | 2,60,190.00 Cr | | | | | | | | E8: Salas | Ľ |
| | | | | | | | | | | F0: Durchase | Ê |
| | | | | | | | | | | F3. Furchase | - |
| | | | | | | | | | | F 10: Other Vouchers | |
| | | | | | | | | | | E. Autofil | |
| | | | | | | | | | | E: Autoini | |
| | | | | | | | | | | H: Change Mode | < |
| | | | | | | | | | | I: More Details | C |
| | | | | | | | | | | O: Related Reports | |
| | | | | | | | | | | | |
| | | | | | | | | | | L: Optional | < |
| | | | | | | | | | | L: Post-Dated | |
| | | | | | | | | | | | |
| | | | | | | | | | | J: Stat Adjustment | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| Narration: | | | | | | | | | 2,60,190.00 | | |
| | | | | | | | | ٨ | tivata Window | | |
| | | | | | | | | Go | to Settings to activ | ate Windows. | |
| 0.0.5 | | | | | | × 0 | | | | 540.0.5 | |
| Q: Quit | ^ | | Accept ^ | | D: Delete | ^ X:Cance | Vch ^ | | | F12: Configure | < |

PAYMENT ENTRY (F5)
- Cash Payment
- Bank Payment

• Cash Payment (Double Mode Entry) - Gateway Of Tally > Vouchers > F5 Payment > To > Party Name > Debited Amount > By > Cash > Save Entry (Ctrl + A)

| TallyPrime | MANAGE | | | | | | | | - 8 > | k |
|------------------|----------------------|----------------|-------------|-------------------------------------|---------------------|----------|-------------|-------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | <u>O</u> : Import | E:Export | M: Share | P:Print | F1: Help | |
| Accountin | g Voucher Creation | | Udaan Ir | stitute of Information & Technology | | | | × | F2: Date | < |
| Payme | ent No. 1 | | | | | | | 1-Apr-23 | F3: Company | • |
| | | | | | | | | Caturday | | |
| Partice | ulars | | | | | | Debit | Credit | F4: Contra | ¢ |
| By Seema | Furniture | | | | | | 2,01,600.00 | | F5: Payment | < |
| Cur E Aast Ri | Bal: 0.00 Dr ef 3 | 2.01.600.00 Dr | | | | | | | F6: Receipt | • |
| To Cash | | 2101100000 01 | | | | | | 2,01,600.00 | F7: Journal | • |
| Cur E | Bal: 27,612.00 Dr | | | | | | | | F8: Sales | • |
| | | | | | | | | | F9: Purchase | • |
| | | | | | | | | | F10: Other Vouchers | ¢ |
| | | | | | | | | | | |
| | | | | | | | | | E: Autofill | |
| | | | | | | | | | H: Change Mode | < |
| | | | | | | | | | I: More Details | < |
| | | | | | | | | | O: Related Reports | < |
| | | | | | | | | | | |
| | | | | | | | | | L: Optional | |
| | | | | | | | | | T: Post-Dated | |
| | | | | | | | | | | |
| | | | | | | | | | J: Stat Adjustment | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | 0.01.000.00 | 0.04.000.00 | | |
| Narration: | | | | | | | 2,01,600.00 | 2,01,600.00 | | |
| | | | | | | | Activ | ate Window | S | |
| | | | | | | | Go to | Settings to activ | | |
| Q: Quit | ^ | | Accept ^ | <u>D</u> : D | elete ^ X: Cancel V | ch ^ | | | F12: Configure | < |

• Bank Payment (Single Mode Entry) - Gateway of Tally > Vouchers > F5 Payment > Account > Bank Name > Particular > Party Name > Debited Amount > Save Amount (Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | — 0 × |
|----------------|------------------|--------------|-------------|------------------------|--------------------|-----------|------------|-----------|----------|----------------------|---------------------|
| EDU | K: Company | Y: Data | Z: Exchange | <u>G</u> :0 | Go To | <u>o</u> | : Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting V | oucher Creation | | Uc | daan Institute of Info | ormation & Technol | ogy | | | | × | F2: Date |
| Payment | No. 2 | | | | | | | | | 1-Apr-23 | F3: Company |
| | | | | | | | | | | Saturday | |
| Account | Bank of India | | | | | | | | | | F4: Contra |
| Particular | S 4,00,190.00 Dr | | | | | | | | | Amount | F5: Payment |
| Nisha Clothing | | | | | | | | | | 42 000 00 | F6: Receipt |
| Cur Bal: | 0.00 Dr | | | | | | | | | 42,000.00 | F7: Journal |
| Agst Ref 4 | | 42,000.00 Dr | | | | | | | | | F8: Sales |
| | | | | | | | | | | | F9: Purchase |
| | | | | | | | | | | | F10: Other Vouchers |
| | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | I: More Details |
| | | | | | | | | | | | O: Related Reports |
| | | | | | | | | | | | |
| | | | | | | | | | | | L: Optional |
| | | | | | | | | | | | I: Post-Dated |
| | | | | | | | | | | | |
| | | | | | | | | | | | J: Stat Adjustment |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| Narration: | | | | | | | | | | 42,000.00 | |
| | | | | | | | | | Ac | tivate Window | S |
| | | | | | | | | | | to Settings to activ | |
| Q: Quit | ~ | | A: Accept | ^ | | D: Delete | A X:Cancel | Vch \land | | | F12: Configure |

ROUND OFF

"When the price of any Goods or Services comes in point (453.64) then To remove the point we use round up/down. If the value after the point is more than 0.50 then round up will be used and if the value after the point is less than 0.50 then round down will be used."

| (-) | | (+) |
|------|-----------|------|
| 0.28 | 0.50 | 0.72 |
| Down | Mid Value | Up |

1. Purchase :

• Gateway of tally > vouchers > F9 purchase > Party A/c Name > Purchase Ledger

• Name Of Item > Create > Gold Biscuit > Unit >Bar > Fill Gst Details > yes > Hsn Code (4 digit) > Calculation Type > On Value > Taxability > Taxable > Tax Rate > 3% > Save Item (Ctrl+A)

• Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount Will Automatic Come According To Gst Rate (After adding Gst the total Amount is ₹4667037.25 which is in Decimal And The Decimal Value is Below 0.50 So we will use Round Off)

• Create Ledger > Round Off > Under > Indirect Expense > Type of ledger > Invoice Rounding > Rounding method > Normal Rounding > Rounding limit > 1 > Save ledger(Ctrl+A)

• Decimal Will Be Removed Automatically > Save Entry (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | | - 0 | |
|-----------------|----------------------|------------|---------------------|-------------------|----------------------|-----------|------------|-----------|--------------------|-------------------|----------------------|-------|
| EDU | K:Company | Y:Data | <u>Z</u> : Exchange | | <u>G</u> : Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help | |
| Accounting V | oucher Alteration (S | Secondary) | | Udaan Institute o | of Information & Tec | hnology | | | | × | F2: Date | ¢ |
| Purchase | No. 12 | D | | | | | | | | 1-Apr-23 | F3: Company | • |
| upplier invoice | NO. : | Date : | | | | | | | | Saturday | | |
| Current balance | : 46,67,037.25 Cr | .e | | | | | | | | | F4: Contra | • |
| urchase ledger | Purchase | | | | | | | | | | F5: Payment | |
| ame of Item | : 63,41,960.18 Dr | | | | | | | Quantit | y Rate per | Amount | F6: Receipt | |
| | | | | | | | | | | | F7: Journal | 1 |
| Sold Biscuit | | | | | | | | 7 b | ar 6,47,300.59 bar | 45,31,104.13 | E8: Salac | ÷ |
| | | | | | | | | | | | F0. Gales | ÷ |
| ligst Sast | | | | | | | | | | 67,966.56 | E10: Other Veueber | ÷ |
| Round Off | | | | | | | | | | (-)0.25 | Pilo: Other Vouchers | |
| | | | | | | | | | | | E. Autofil | |
| | | | | | | | | | | | E. Autom | ÷ |
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| | | | | | | | | | | | 1: Post-Dated | |
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| Deniste OOT/e M | Ver Dill detaile | _ | | | | | | | | | | |
| -Tovide GST/e-v | vay bill details . N | 0 | | | | | | | | | | |
| larration: | | | | | | | | 7 t | ar Activ | 46,67,037.00 | IS | |
| | | | | | | | | | | Settings to activ | | |
| Q: Quit | ~ | | A: Accept | Δ. | | D: Delete | ^ X:Cancel | Vch ^ | | | F12: Configure | |

- 2. Sales :
- Gateway of Tally > Vouchers > F8 Sales > Party A/c Name > Sales Ledger
- Name Of Item > Choose Item > Gold

• Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount will Automatic Come According To Gst Rate (After adding Gst the total Amount is ₹3908337.86 which is in Decimal And The Decimal Value is Below 0.50 So we will use Round Off) > Select Round OFF >

• Decimal Will Be Removed Automatically > Save Entry (Ctrl+A).

| TallvPrime | MANAGE | | | | | | | | | - 8 | |
|------------------|-------------------------------|----------|-------------|------------------------|---------------------|---------------|-----------|--------------------|--------------------------|---------------------|---|
| EDU | K:Company | Y:Data | Z: Exchange | <u>G</u> :G | io To | O: Import | E: Export | M: Share | P:Print | F1: Help | |
| Accounting V | oucher Alteration (Se | condary) | U | daan Institute of Info | rmation & Technolog | у | | | × | F2: Date | < |
| Sales | No. 9 | | | | | | | | 1-Apr-23 | F3: Company | < |
| Party A/a nama | · Mukosh Jowellors | | | | | | | | Saturday | | |
| Current balance | : 29,91,672.00 Dr | | | | | | | | | F4: Contra | ¢ |
| Sales ledger | : Sales A/c | | | | | | | | | F5: Payment | • |
| Name of Item | . 52,11,555.10 01 | | | | | | Quantity | Rate per | Amount | F6: Receipt | • |
| | | | | | | | | | | F7: Journal | |
| Gold Biscuit | | | | | | | 5 ba | ar 7,58,900.36 bar | 37,94,501.80 | F8: Sales | |
| | | | | | | | | | 50.017.50 | E9: Purchase | |
| Cgst Sqst | | | | | | | | | 56,917.53 56,917.53 | F10: Other Vouchers | |
| Round Off | | | | | | | | | 0.14 | | |
| | | | | | | | | | | F: Autofill | |
| | | | | | | | | | | H: Change Mode | < |
| | | | | | | | | | | I: More Details | < |
| | | | | | | | | | | O: Related Reports | |
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| | | | | | | | | | | L: Optional | |
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| Provide GST/e-Wa | ay Bill/e-Invoice details: No | | | | | | | | | | |
| Narration: | | | | | | | 5 bi | ar Activ | vate 39,08,337.00 | | |
| - | | | | | | | | Go to | Settings to activ | | |
| Q: Quit | ^ | | Accept | ^ | D | Delete ^ X:Ca | ancel Vch | | | F12: Configure | |
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DISCOUNT

"a reduction made from the gross amount is known as discount"

There are two types of discount

- Percent Discount
- Amount Discount

Percent Discount

In Purchase :

- Gateway of tally > Press F11 (Features) > Use DISCOUNT COLUMN in invoices : yes > Save(Ctrl+A)
- Vouchers > (F9)purchase > Change Mode (Ctrl+H) > Item Invoice
- Party A/c Name >Choose/Create > Under : Sundry Creditors > Purchase Ledger > Select Purchase A/c
- Name Of Item > Quantity > Rate > Discount(3%) > Discount Amount Will Automatically deducted From Total Amount >

Enter 2 Times Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Save Entry (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | - 🗗 > | |
|------------------|-----------------------|-----------|-------------|----------------------------|-----------------|------------|-----------|-----------------|-------------------|---------------------|----|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | | O:Import | E: Export | M: Share | P: Print | F1: Help | |
| Accounting | /oucher Alteration (S | econdary) | Ud | aan Institute of Informati | on & Technology | | | | × | F2: Date | < |
| Purchase | No. 4 | Data | | | | | | | 1-Apr-23 | F3: Company | < |
| Supplier Invoice | No. : | Date : | | | | | | | Saturday | | |
| Current balance | : Nisha Ciouning | | | | | | | | | F4: Contra | ¢ |
| Purchase ledge | r : Purchase | | | | | | | | | E5: Payment | 1 |
| Name of Item | : 68,73,850.18 Dr | | | | | | Quantity | Rate per Disc 9 | 6 Amount | E6: Receipt | 1. |
| | | | | | | | | | | F7: Journal | t |
| Uniform | | | | | | | 50 pcs | 750.00 pcs 3 % | 36,375.00 | FR: Salas | ÷ |
| | | | | | | | | | | Fo: Gales | |
| Cgst | | | | | | | | | 2,221.88 | F9: Purchase | < |
| Syst | | | | | | | | | 2,221.00 | F10: Other Vouchers | |
| | | | | | | | | | | | |
| | | | | | | | | | | E: Autofill | < |
| | | | | | | | | | | H: Change Mode | ¢ |
| | | | | | | | | | | L: More Details | ¢ |
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| | | | | | | | | | | <u>L</u> : Optional | |
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| Narration: | | | | | | | 50 pcs | Acti | vate V40,818.76 | S | |
| | | | | | | | | Go to | Settings to activ | | |
| Q: Quit | ^ | | Accept | | D: Delete | ^ X:Cancel | Vch ^ | | | F12: Configure | |

In Sales :

- Gateway of tally > Press F11 (Features) > Use DISCOUNT COLUMN in invoices : yes > Save(Ctrl+A)
- Vouchers > (F8)Sales > Change Mode (Ctrl+H) > Item Invoice
- Party A/c Name > Choose/Create > Under : Sundry Debtors
- Sales Ledger > Sales A/c

• Name Of Item > Quantity > Rate > Discount(2%) > Discount Amount Will Automatically deducted From Total Amount >

Enter 2 Times > Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Fill E-Way-Bill Details > Save Entry (Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | | - 5 ^ | |
|-------------------|------------------------|------------|-------------|-------------------|----------------------|-----------|-----------|-----------|------------|---------------------|---------------------|-----|
| EDU | K: Company | Y: Data | Z: Exchange | | G:Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help | |
| Accounting Vo | ucher Alteration (| Secondary) | | Udaan Institute o | f Information & Tech | nology | | | | × | F2: Date | ¢ |
| Sales | No. 4 | | | | | | | | | 1-Apr-23 | F3: Company | < |
| Det. Manual | Delevent Territ | | | | | | | | | Saturday | | H |
| Current balance | | rs | | | | | | | | | F4: Contra | l e |
| Sales ledger | Sales A/c | | | | | | | | | | E5: Payment | Ē |
| Current balance | : 59,56,269.18 Cr | | | | | | | Quantity | Pate par 0 | iec % Amount | FS. Payment | È |
| Hame of Rem | | | | | | | | Quantity | Nate per b | Anount | F6: Receipt | f |
| Dell Wireless Ke | yboard | | | | | | | 450 pcs | 490.00 pcs | 2 % 2,16,090.00 | F7: Journal | • |
| | | | | | | | | | | | F8: Sales | < |
| Cgst | | | | | | | | | | 19,845.00 | F9: Purchase | ¢ |
| Sgst | | | | | | | | | | 19,845.00 | F10: Other Vouchers | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | | H: Change Mode | |
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| Provide GST/e-Way | Bill/e-Invoice details | No | | | | | | | | | | |
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| Narration: | | | | | | | | 450 pcs | A | ctivate 2,55,780.00 | S | |
| | | | | | | | | | | | | |
| Q: Quit | ^ | | Accept | ^ | | D: Delete | X:Cancel | Vch ^ | | | F12: Configure | |

Amount Discount

In Purchase :

• Gateway of tally > Press F11 (Features) > Use DISCOUNT COLUMN in invoices : yes > Save(Ctrl+A)

- Vouchers > (F9)purchase > Change Mode(Ctrl+H) Item Invoice
- Party A/c Name > Choose/Create > Under : Sundry Creditors
- Purchase Ledger > Purchase A/c

• Name Of Item > Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Create Ledger > Discount Received > under > Indirect Incomes > Save Ledger(Ctrl+A)

• Discount Amount > Save Entry(Ctrl+A).

| TallyPrime | MANAGE | | | | | | | | | - 0 > |
|------------------------|----------------------|---------|-------------|------------------------------|------------|------------------------------|-----------|-------------------|-------------------|---------------------|
| EDU | K: Company | Y: Data | Z: Exchange | <u>G</u> : Go To | | O: Import | E: Export | M: Share | P: Print | F1:Help |
| Accounting V | oucher Creation | | Udaa | n Institute of Information & | Technology | | | | × | F2: Date |
| Purchase | No. 17 | | | | | | | | 1-Apr-23 | F3: Company |
| Supplier Invoice I | No.: | Date : | | | | | | | Saturday | |
| aπy A/c name | Logitech Ltd | | | | | | | | | E4: Contra |
| urchase ledger | Purchase | | | | | | | | | E5: Payment |
| lame of Item | : 75,20,025.77 Dr | | | | | | Quan | titv Rate pe | r Amount | E6: Pacaint |
| | | | | | | | | | | F7: Journal |
| Ionitors | | | | | | | 52 | pcs 12,000.00 pcs | 6,24,000.00 | Fr. Journal |
| | | | | | | | | | | Fo: Sales |
| lgst | | | | | | | | | 56,160.00 | F9: Purchase |
| ogsi Discount Recei | ved | | | | | | | | (-)1,320.00 | F10: Other Vouchers |
| | | | | | | | | | | |
| | | | | | | | | | | E: Autofill |
| | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | L: More Details |
| | | | | | | | | | | O: Related Reports |
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| | | | | | | | | | | L: Optional |
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| Provide CRT/- M | /av Bill dataila | | | | | | | | | |
| Tovide GS1/e-vi | vay bill details . N | 0 | | | | | | | | |
| arration: | | | | | | | 52 | pcs Acti | vate 7/35,000.00 | S |
| | | | | | | | | Go to | Settings to activ | |
| Q: Quit | Λ. | | A: Accept | | D: Delete | X:Cancel | Vch \land | | | F12: Configure |

In Sales :

- Gateway of tally > Press F11 (Features) > Use DISCOUNT COLUMN in invoices : yes > Save(Ctrl+A)
- Vouchers > F8 Sales > Change Mode (Ctrl+H) > Item Invoice
- Party A/c Name > Choose/Create
- sales Ledger > Sales A/c

• Name Of Item > Quantity > Rate > Amount > Enter 2 Times Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Create Ledger > Discount Given > under > Indirect Expense > Save Ledger(Ctrl+A)

• Discount Amount > Save Entry (Ctrl+A).

| TallvPrime | MANAGE | | | | | | | | | - 0 > | × |
|-------------------|----------------------------|--------|-------------|------------------------|-------------------|---------------|-----------|-----------|-------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go T | o l | O: Import | E:Export | M: Share | P:Print | F1: Help | |
| Accounting Vo | oucher Creation | | Udaa | n Institute of Informa | tion & Technology | | | | × | F2: Date | • |
| Sales | No. 13 | | | | | | | | 1-Apr-23 | F3: Company | • |
| Detty A/a name | - Pololi Textiles | | | | | | | | Saturday | | |
| Current balance | | | | | | | | | | F4: Contra | • |
| Sales ledger | Sales A/c | | | | | | | | | F5: Payment | • |
| Name of Item | . 59,51,659,16 01 | | | | | | Quantity | Rate per | Amount | F6: Receipt | • |
| | | | | | | | | | | F7: Journal | • |
| Printed Clothes | | | | | | | 1,200 mtr | 74.00 mtr | 88,800.00 | F8: Sales | |
| C . | | | | | | | | | C 220 00 | F9: Purchase | |
| Sgst | | | | | | | | | 5,328.00 | E10: Other Vouchers | |
| Discount Given | | | | | | | | | (-)1,456.00 | | |
| | | | | | | | | | | F: Autofill | |
| | | | | | | | | | | H: Change Mode | ¢ |
| | | | | | | | | | | I: More Details | ¢ |
| | | | | | | | | | | Related Reports | |
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| | | | | | | | | | | L: Optional | |
| | | | | | | | | | | I: Post-Dated | ¢ |
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| Provide GST/e-Way | Bill/e-Invoice details: No | | | | | | | | | | |
| Narration: | | | | | | | 1,200 mtr | Activ | ate V98,000.00 | ſS | |
| | | | | | | | | Go to | Settings to activ | | |
| Q: Quit | ^ | | Accept ^ | | D: Delete | A X: Cancel V | ′ch ^ | | | F12: Configure | |

CREDIT / DEBIT NOTE

Debit Note : "When We Have To Return Purchased Goods For Any Reason Is Known as Debit Note"

- Gateway of tally > vouchers > purchase(F9) > Purchase Normally > Save(Ctrl+A)
- Voucher > Press(F10) > Debit Note(Alt+F5) > Party A/c name(Purchase Party)
- Ledger > Create Ledger > Purchase Return > Under : Purchase A/c > Save
- Name Of Item(Name of The Product Which We Have To Return)

• Qty(Quantity Of Product which We Have To Return) > Rate & Amount Will Automatically come > Enter 2 Times Select Cgst & Sgst > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | – Ø × |
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| EDU | K:Company | Y:Data | Z: Exchange | | <u>G</u> : Go To | | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting Vo | oucher Creation | | | Udaan Institute | of Information & Teo | chnology | | | | × | F2: Date |
| Debit Note | No. 1 | | | | | | | | | 1-Apr-23 | F3: Company |
| Det. Manuel | Commulat Tools | | | | | | | | | Saturday | |
| Current balance | . Samrudni Tech . 7.080.00 Cr | | | | | | | | | | F4: Contra |
| Ledger account | Purchase | | | | | | | | | | E5: Payment |
| Current balance | : 68,74,210.18 Dr | | | | | | | Quantity | Rate per | Amount | EC: Dessist |
| Hume of Rem | | | | | | | | quantity | rute per | Amount | F6: Receipt |
| Mouses | | | | | | | | 3 ро | s 120.00 pcs | 360.00 | F7: Journal |
| | | | | | | | | | | | F8: Sales |
| Cgst | | | | | | | | | | 32.40 | F9: Purchase |
| Sgst | | | | | | | | | | 32.40 | F10: Other Vouchers |
| | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
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| Provide GST deta | iils : No | | | | | | | | | | |
| Narration: | | | | | | | | 3 pc | s Activ | vate Wir 424.80 | S |
| | | | | | | | | | Go to | Settings to activ | ate Windows. |
| Q: Quit | ^ | | Accept | ~ | | D: Delete | A X: Cancel V | /ch ^ | | | F12: Configure |

Credit Note : "When Sold Goods is Returned Back To us For Any Reason Is Known as Credit Note"

- Gateway of tally > vouchers > Sales(F8) > Sales Normally > Save(Ctrl+A)
- Voucher > Press(F10) > Credit Note(Alt+F6) > Party A/c name(Sales Party)
- Ledger > Create Ledger > Sales Return > Under : Sales A/c > Save
- Name Of Item(Name of The Product Which We Got Return)

• Qty(Quantity Of Product Which We Got Return) > Rate & Amount Will Automatically come > Enter 2 Times Select Cgst & Sgst > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | – ø × |
|-------------------|--------------------|--------|-------------|----------------------|--------------------|-----------|---------------|-----------|--------------|-------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :0 | Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help |
| Accounting Ve | oucher Creation | | Udaa | an Institute of Info | ormation & Technol | ogy | | | | × | F2: Date |
| Credit Note | No. 1 | | | | | | | | | 1-Apr-23 | E3: Company |
| | | | | | | | | | | Saturday | r o. company |
| Party A/c name | 5 89 898 40 Dr | | | | | | | | | | E4: Contro |
| Ledger account | : Sales A/c | | | | | | | | | | F5 Deverset |
| Current balance | 59,60,065.18 Cr | | | | | | | Quantity | Data par | Amount | Fo: Payment |
| Name of item | | | | | | | | Quantity | Rate per | Amount | F6: Receipt < |
| Printed Kurta | | | | | | | | 4 pc | s 949.00 pcs | 3,796.00 | F7: Journal |
| | | | | | | | | | | | F8: Sales |
| Cgst | | | | | | | | | | 227.76 | F9: Purchase |
| Sgst | | | | | | | | | | 227.76 | F10: Other Vouchers |
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| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
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| Provide GST/e-Inv | voice details : No | | | | | | | | | | |
| Narration: | | | | | | | | 4 nc | a Activ | (ato \//4/251-52 | 10 |
| | | | | | | | | 4 pc. | Go to | Settings to activ | ate Windows. |
| | | | 1 | | | | | | | | |
| Q: Quit | ^ | | Accept ^ | | | D: Delete | A X: Cancel V | ch A | | | F12: Configure |

TDS

- TDS Entry In Journal(F7)
- Gateway of Tally > Press F11 (Features) > Enable Tax Deducted At Source (TDS) : YES > Save(Ctrl+A)
- Gateway of Tally > Create > TDS Nature of Payments > Type Name > And Fill All Tds Details > Save (Ctrl+A)

| TallvPrime | MANAGE | | | | | | | | - 0 | × |
|------------------|-------------------|-------------------|-------------|-----------------|-----------|-----------|----------|---------|------------------|-------------|
| EDU | K: Company | Y: Data | Z: Exchange | G:Go To | O: Import | E: Export | M:E-mail | P:Print | F1: Help | |
| TDS Nature o | f Payment Creatio | n | | Udaan Institute | | | | | F2: Period | ¢ |
| Name | : Commis | sion or brokerage | | | | | | | F3: Company | • |
| Section | | : 194h | | | | | | | | |
| Payment code | | : 94 | | | | | | | F4 | |
| Remittance code | 9 | | DATE | | | | | | F5 | < |
| Rate for individ | luals/HUF | 5.9/ | Vouch | | | | | | F6 | < |
| Rate for other | deductee types | 3 76 | | | | | | | F7 | |
| With PAN | | : 5% | | | | | | | E.8 | |
| | | | | | | | | | 50 | |
| Threshold/exem | ption limit | : 15000_ | | | | | | | F9 | <pre></pre> |
| | | | | | | | | | F10: Other Maste | ers < |
| | | | | | | | | | | |
| | | | | | | | | | I: More Details | ¢ |
| | | | | | | | | | H: Helper | |
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| | | | | | | | | | wate Windows. | |

• Gateway of Tally > Voucher > **Journal(F7)** > By > Create Ledger > Commission A/c > Under > Indirect exp > Is TDS applicable > Applicable > Nature of payment : Commission Or Brokerage > Save Ledger (Ctrl+A)

• Commission Amount Greater Than 15000 > To > Create Ledger > person Name > Under > Sundry Creditors > Is TDS Deductible > Deductee Type > Individual Resident > Type Pan No > Save Ledger (Ctrl+A)

• To > Create Ledger > Tds On commission > Under > Duties & Taxes >Is TDS applicable > Applicable > Nature of payment : Commission Or Brokerage > Save Ledger (Ctrl+A)

Amount Automatic Come > Save Entry (Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | - 0 | |
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| EDU | K: Company | Y: Data | Z: Exchange | G:Go To | O: Import | E: Export | M: Share | P: Print | F1:Help | |
| ccounting \ | oucher Alteration | (Secondary) | Udaan I | nstitute of Information & Technology | | | | × | F2: Date | |
| Journal | No. 3 | | | | | | | 1-Apr-23 Saturday | F3: Company | |
| Particula | rs | | | | | | Deb | oit Credit | F4: Contra | |
| Commissio | n A/c | | | | | | 24,000.0 | 00 | F5: Payment | |
| Cur Bal: Bhavin - Ac | 24,000.00 Dr | | | | | | | 22 800 00 | F6: Receipt | |
| Cur Bal: | 22,800.00 Cr | | | | | | | 22,000100 | F7: Journal | |
| New Ref 3 New Ref 3 | 3 | 24,000.00 Cr 1,200.00 Dr | | | | | | | F8: Sales | |
| Tds on Con | nmission | | | | | | | 1,200.00 | F9: Purchase | |
| our bui | 1,200100 07 | | | | | | | | F10: Other Vouche | rs |
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• Gateway of Tally > Voucher >First Payment to Person > Payment (F5) > Single Mode Entry > Account > Cash > Particular > Person Name > And Tds Deducted Amount > Save Entry (Ctrl+A)



• Gateway of Tally > Voucher > Second Payment to Gov. (TDS) > Payment (F5) > Single Mode Entry > Account > Cash > Particular > Tds On commission > And Than Enter > Amount Automatic Come > Ctrl+P (Print Challan) > Save Entry (Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | 0 | |
|----------------------------|------------|---------|--|--|-----------------------------|-----------|----------|----------|-----------------|---|--|
| EDU | K: Company | Y: Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P: Print | F1:Help | | |
| TDS Details | | | Udaan | Institute of Information & Technolog | у | | | × | | | |
| Payment | | | | | | | | | | | |
| Account Current balance | | | | TDS Nature of Payment Details | | | | | | | |
| Particulars | | | Type of Name | Nature of Payment | Paid | | | | | | |
| Tds on Commiss | | | Ref | | Amount | | | | | | |
| Narration: | | | Agst Ref Jml / 3 / 21 Income Tax Surcharge Education Cess Seconday Education Cess Seconday Education Cess (Note: Part bill paymen Total | Commission Or Brokerage 1,200.00 Dr | e E-returns) 1,200.00 Cr | | | | 75 ate Windc | | |
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| TallyPrime | MANAGE | | | | | | | | | - | 8 | × |
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| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | _ | O: Import | E: Export | M: Share | P:Print | F1: Help | | |
| Accounting Vo | oucher Display | | U | daan Institute of Informatio | on & Technology | | | | × | | | |
| Payment | No. 5 | | | 5 6 7 8 9 10 11 1 Industry and a second | 2 13 14 15 16 17 | 18 19 20 21 | | | | | | |
| | | | | T.D. S. TAX CHALL | AN Single C | py (to be sent to ZAC) | | | | | | |
| Account Current balance | | | 2 CHALLAN No./ITNS 3 281 (0) | Tax Applicable (Tick on TAX DEDUCTED AT SOURCE 20) COMPANY DEDUCTEES (0021) NON-COMPAN | FROM | 2024-25 | | | | | | |
| Particulars | | | 4 Tax Deduction Accou | it No. (T.A.N). | | | | | | | | |
| Tds on Commiss Cur Bal: (| | | 5 Full Name UDAAN FOUNDAT | ON | | | | | | | | |
| | | | 7 401 Bhagirath Ico Gularat | i, Near Narol Aslall Highway, Narol 382405 Ah | medabad | | | | | | | |
| | | | 9Tel. No | | | Pn: 382405 | | | | | | |
| | | | 10 TDS Payable by Taxpa | yer | (200) V FOR USEIN F | ECEIVING BANK | | | | | | |
| | | | DETAILS OF PAYM | ENT S | Amount (in Rs. Only) | heque credited on | | | | | | |
| | | | Fee under sec. 234E Surcharge | | 1,200.00 SPACE FO | R BANK SEAL | | | | | | |
| | | | 14 Education Cess Interest | | | | | | | | | |
| | | | 15 Penaty Total 16 Total (in words): | | 1,200.00 | | | | | | | |
| | | | 17 | CRORES LACS THOUSANDS HUNDREDS Zero Zero One Two | TENS UNITS Zero Zero | | | | | | | |
| | | | 18 Paid in Gash/ Debit to A | ic/Cheque No. | Dated 1-Apr-23 Rs. 1,200.0 | | | | | | | |
| | | | 20 Date : 1-Apr-23 | (No Signature of p | re of the Bank and Branch) renson making payment | | | | | | | |
| | | | 21 Taxpayers Counter | bill (To be filed up by taxpayer) | SPACE FO | R BANK SEAL | | | | | | |
| | | | 22 Received from UDAAI | FOUNDATION (Name) | | | | | | | | |
| | | | 24 - Rs.(in words) | One Thousand Two Hundred O | nly. | | | | | | | |
| | | | 25 | Non Company(0021) Deducises | ne of the Bank and Branchi | | | | | | | |
| Narration: | | | 26 - On account of Tax Deduc | ted at Source (TDS) from 94 for the Assessment | Year 2024-26 | | | | | | | |
| | | | | | Rs. 1,200.0 | | | | | IS | | |
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PROFIT & LOSS ON FIXED ASSETS

"Profit & Loss In Fixed Asset Is Used To Make Adjustment When Profit or Loss Happens in Fixed Assets"

1. Loss Entry

• Gateway Of Tally > Voucher > Receipt (F6) > Account > Cash > Particulars > Fixed Asset Name > Asset selling Amount > Save Entry (Ctrl + A)



• Gateway Of Tally > Voucher > Journal (F7) > Particulars >By > Profit / Loss A/c > Asset Loss Amount > To > Asset Name > Save Entry (Ctrl + A)

| TallyPrime | MANAGE | | | | | | | | | | – ð × |
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| EDU | K: Company | Y:Data | Z: Exchange | <u><u>G</u>:</u> | Go To | <u>0</u> : | Import <u>E</u> : I | Export | M: Share | P:Print | F1:Help |
| Accounting V | oucher Creation | | U | daan Institute of Inf | ormation & Techno | logy | | | | × | F2: Date < |
| Journal | No. 1 | | | | | | | | | 1-Apr-23 | F3: Company |
| | | | | | | | | | | Saturuay | |
| Particular | s | | | | | | | | Debit | Credit | F4: Contra |
| By Profit & Los | s A/c | | | | | | | | 60,000.00 | | F5: Payment |
| Cur Bal: | 23,900.00 Cr | | | | | | | | | 5 0 000 00 | F6: Receipt |
| Cur Bal: | 0.00 Cr | | | | | | | | | 0,000.00 | F7: Journal (|
| | | | | | | | | | | | F8: Sales |
| | | | | | | | | | | | F9: Purchase < |
| | | | | | | | | | | | F10: Other Vouchers |
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| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | L: More Details |
| | | | | | | | | | | | O:Related Reports |
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| Q: Quit | Δ. | | Accept | ^ | | D: Delete | X: Cancel Vch | ^ | | | F12: Configure |

2. Profit Entry

• Gateway Of Tally > Voucher > Receipt (F6) > Account > Cash > Particulars > Fixed Asset Name > Asset selling Amount > Save Entry (Ctrl + A)

| TallvPrime | MANAGE | | | | | | | | – ø × |
|---------------|------------------|----------------|-------------|---------------------------------------|-----------|-----------|----------|----------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P: Print | F1:Help |
| Accounting Vo | oucher Alteratio | on (Secondary) | Udaan | Institute of Information & Technology | | | | × | F2: Date < |
| Receipt | No. 5 | | | | | | | 1-Apr-23 | F3: Company |
| | | | | | | | | Saturday | |
| Account | : Cash | - | | | | | | | F4: Contra |
| Particulars | : 9,47,012.00 L | Jr | | | | | | Amount | F5: Payment |
| Land Property | | | | | | | | 8 00 000 00 | F6: Receipt |
| Cur Bal: 4 | 4,50,000.00 Cr | | | | | | | 0,00,000.00 | F7: Journal |
| - | | | | | | | | | F8: Sales |
| | | | | | | | | | F9: Purchase < |
| | | | | | | | | | F10: Other Vouchers |
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| | | | | | | | | | E: Autofill |
| | | | | | | | | | H: Change Mode |
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Gateway Of Tally > Voucher > Journal (F7) > Particulars >By > Asset Name > Asset Profit Amount > To > Profit & Loss A/c
 > Save Entry (Ctrl + A)

| TallvPrime | MANAGE | | | | | | | | | | – ø > | |
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| Accounting V | oucher Creation | | Ud | aan Institute of Info | rmation & Technology | 1 | | | | × | F2: Date | < |
| Journal | No. 2 | | | | | | | | | 1-Apr-23 | F3: Company | • |
| | | | | | | | | | | Saturday | | - |
| Particular | 'S | | | | | | | | Debit | Credit | F4: Contra | ¢ |
| By Land Prope | erty | | | | | | | | 4,50,000.00 | | F5: Payment | • |
| Cur Bal: | 0.00 Dr | | | | | | | | | 4 50 000 00 | F6: Receipt | < |
| Cur Bal: | 4,73,900.00 Cr | | | | | | | | | 4,30,000.00 | F7: Journal | < |
| | | | | | | | | | | | F8: Sales | < |
| | | | | | | | | | | | F9: Purchase | < |
| | | | | | | | | | | | F10: Other Vouchers | < |
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| | | | | | | | | | | | E: Autofill | |
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| Q: Quit | ^ | | Accept | | <u>D</u> : | Delete ^ | X:Cancel Vch | ^ | | | F12: Configure | |

MANUFACTURING STOCK

"Manufacturing stock is used when we have to make finished products from raw material."

• Gateway of Tally > Voucher > Purchase (F9) > Purchase A Raw Material > Save Entry(Ctrl+A)

• Voucher > Stock Journal(Alt+F7) > Source (Consumption) > Name Of Raw Material > Used Qty > Rate > Amount > Destination(Production) > Name of the Finished Product > Qty > Manufacturing Rate > Amount > Save Entry(Ctrl+A) > Then Sales Finished Product

| TallyPrime | MANAGE | | | | | | | | | | | |
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| EDU | K: Company | Y:Data | Z: Exchang | e | <u>G</u> :0 | Go To | O: Import | E: Export | M:E-mail | <u>P</u> :P | rint | F1:Help |
| Inventory Vo | ucher Creation | | | Udaan Ins | titute of Infor | rmation and Technology | | | | | × | F2: Date |
| Stock Journ | nal No. 1 | | | | | | | | | | 1-Apr-23 | F3: Company |
| | | | | | | | | | | | Saturday | |
| | | | | | Transfer o | f Materials | | | | | | F4: Contra |
| | | Source (Consum | otion) | | | | Destination | (Production) | | | | F5: Payment |
| | Name of Item | | Quantity | Pato | Amount | Name of Item | | | Quantity | Pato | Amount | F6: Receipt |
| | | | Quantity | Nate | Amount | | | | Quantity | Nate | Amount | F7: Journal |
| rinted Cloth | es | | 10 000 mtr | 40.00/mtr | 4 00 000 00 | Printed Kurta | | 4.00 | 10 pcs 750 | 00/ncs | 30 00 000 00 | F8: Sales |
| | | | 10,000 1111 | 40.00/111 | 4,00,000.00 | | | 4,00 | o pes 700 | 00/003 | 50,00,000.00 | F0: Durchase |
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| arration: | | | | | | | | | | GO to setti | nga to activ | |
| Q: Quit | A | | A: Accept | | | D: Delete | X:Cancel | Vch 💧 | | | | F12: Configure |

BOM ENTRY

"When any goods are sold in a set, bom entry is used to create their set"

- Gateway of Tally > Voucher > Purchase Goods of Set
- Voucher > Press(Alt+F7) > Then (Ctrl+H) > Choose > Use For Manufacturing Journal
- Name of Product > Create > Set Name > Dinner Set > Unit > Set > Press F12 > Set components list (Bill Of Materials) In Stock Items : Yes > Ctrl+A
- Set Components of (BOM): Yes > Name Of BOM > Dinner Set Crockery > Ctrl+A > Fill GST Details > Ctrl+A

• QTY > Qty Of Set We Have To Manufacture > Components Will Automatically Come With Qty And Rate > Then Check Effective Rate Of Primary Item > Save Ledger (Ctrl+A) > Then Sales The Set We Have Created

| EDU © Company Y Data Z Echange © G & To O proped E Export M Share P Fride Stock liken Companyenstis (BOM) Udan institute of information & Technology M Share Image: Companyent of the Share Ima | TallyPrime | MANAGE | | | | | | | | | - 0 | · × |
|--|---------------|-----------------|-------------|-------------------|--|-----------------------------------|-----------|-----------|------------------|---------|----------------|-----|
| Stock tem Components (BoM) Udan Institute of Information & Technology X Components (BoM) X Market or discort set of components (BoM) BoM Name | EDU | K: Company | Y:Data | Z: Exchange | G | Go To | O: Import | E: Export | <u>M</u> : Share | P:Print | F1: Help | |
| Neme diskers and dash f diskers and Got or Under * Primary Under * Primary Components (COM) Statum Components (COM) Type Components (COM) Ty | Stock Item Co | omponents (BoM) |) | | Udaan Institute of In | formation & Technology | | | | × | C: Copy BoM | c |
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| Under Primary Statu dimer plates set dimer plates play trays provide to formary provide to forma | | | | | BoM Name Components of Unit of manufacture | dinner set crockery dinner set | | | | | | |
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| Set components (BOM) Yes Gauss 1 pcs trays 1 pcs for in the set of | | | | HSN/S | Bowl | 2 pcs | | | | | | |
| Marintem: Activate Windows. | | | | HSN/S. Source | Glass | 1 pcs | | | | | | |
| Using to u | | | | HSN/S. Descrit | | 1 | | | | | | |
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| Amration: Go to Settings to active rate of Primary Item : Go to Settings to active rate windows. | | | | | | Allocation to Primary Item | | | | | rs | |
| C Quit A Accent | | | | | | | | | | | ate Windows | |
| | Q: Quit | ^ | | Accept | ^ | | | | | | F12: Configure | e < |

| TallyPrime | MANAGE | | | | | | | | | | - 8 | |
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| EDU | K: Company | Y:Data | Z: Exchang | je | <u>G</u> :0 | Go To | O: Import | E: Export | M: Share | P: Print | F1: Help | |
| Inventory Vou Stock Journa | ucher Creation al No. 4 | | | Udaan Ir | nstitute of Info | ormation & Technology | | | | 1-Apr-2 Saturda | F2: Date F3: Company | ((|
| | | Nam | e of product: dinne | er set %- | Manufacture of Cost alloca | of Materials Name of BOM: dinner set crockery tion 100 % | / Qty∶ 20 set | | | | F4: Contra F5: Payment F6: Receipt | ((|
| | | Components (Consu | mption) | | | | Co-Product/By- | Product/Scra |) | | F7: Journal | |
| Name of Item | | | Quantity | Rate | Amount | Name of Item | | % of Cost allocation | Quantity | Rate Amour | t F9: Salaa | + |
| dinner plates | | | 20 pcs | 110 00/pcs | 2 200 00 | • End of List | | anocation | Quantity | Kate Aniour | F8: Sales | < |
| Bowl | | | 40 pcs | 60.00/pcs | 2,400.00 | | | | | | F10: Other Voucher | S |
| trays | | | 20 pcs | 40.00/pcs | 800.00 | | | | | | E: Automi | < |
| Spoon | | | 20 pcs | 120.00/pcs | 2,400.00 | | | | | | L: More Details | < |
| serving bowls | | | 40 pcs 20 pcs | 25.00/pcs 90.00/pcs | 1,000.00 1,800.00 | | | | | | O: Related Reports | |
| | | | | | | | | | | | L: Optional | |
| | | | | | | Cost of components: | | | | 10,600.0 | : Post-Dated | |
| Narration: | | | 160 pc: | 3 | 10,600.00 | Type of Additional Cost Total Addi. Cost Effective Cost Effective rate of Primary Item Effective rate of Primary Item | Percentage | | | 10,600.0 Activate Vi0,600.0 So to Settin <i>§</i> 30,00(# | a S Vate Windows. | |
| ivarration: | | | A. A | | | D.D.L. | V.O. 11 | (-h.) | | | E42. Confirm | |

GODOWN / GODOWN TRANSFER ENTRY

"company's storeroom is known as godown. We use godown in tally to keep record of which goods are there.Godown transfer is done to send goods from one godown to another godown"

- 1. Godown
- Gateway of Tally > Create > Godown > Alter Existing (Name of Main Godown) > Save(Ctrl+A)

• Create New (Name of Other Godowns) > Then Gateway of Tally > Voucher > Normally Purchase Goods And Choose

Godown > Normally Sales Goods And Choose Godown

| TallvPrime | MANAGE | | | | | | | | | - | ø × |
|---|--|---------|---------------------|---|---|-----------|-----------|----------|----------|------------------|-----|
| EDU | K: Company | Y:Data | Z: Exchange | G | : Go To | O: Import | E: Export | M: Share | P: Print | F1:Help | |
| EDU CURRENT PERI 1-Apr-23 to 3 NAME OF COM Udaan Instit | K: Company 1-Mar-24 - American State ute of Information & 3 | Y: Data | <u>Z</u> : Exchange | daan Institute of In Moster Godown Se Corre of Let Entry 1-Apr-23 Ahmedabad for the Do you want to create a C. Create New | Control formation & Technology Creation exists by default alter Ahmedabad or new Godown? A: Alter Existing | Q:Import | E: Export | M: Share | P: Print | F1:Help | |
| | | | | | | | | | | WS vate Windo | |
| Q: Quit | A . | | | | | | | | | | |

| TallyPrime | MANAGE | | | | | | | | | | | ø × |
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| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : | Go To | | O: Import | E: Export | M: Share | P: Print | F1:Help | |
| Stock Item Al | llocations | | Udaan | Institute of Inf | ormation & Tec | hnology | | | | × | | |
| Purchase Supplier Invoice | | | | | | | | | | | | |
| Party A/c name | | | | | | | | | | | | |
| Current balance Purchase ledger | | | Godown | Cuantity | Rate per | Amount | | | | | | |
| Current balance | | | Abundaba | 60 | 40.00 | 0.000.00 | | | | | | |
| Name or item | | | Anmedaba | o pos | 40.00 pcs | 2,000.00 | | | | | | |
| PLASTIC BOTT | | | SURAT | 80 pcs | 40.00 pcs | 3,200.00 | | | | | | |
| | | | RAJKOT | 55 pcs | 40.00 pcs | 2,200.00 | | | | | | |
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| | | | | 185 pcs | | 7,400.00 | | | | | | |
| Narration: | | | | | | | | | | | ſS | |
| | | | | | | | | | | | ate Windo | |
| Q: Quit | ^ | | Accept ^ | | | | | | | | | |

| TallyPrime | MANAGE | | | | | | | | | | | | o × |
|----------------|------------|--------|------------|-----------|----------------|------------------|----------|-----------|-----------|----------|---------|------------|-----|
| EDU | K: Company | Y:Data | Z: Exchang | le | <u>G</u> : | Go To | | O: Import | E: Export | M: Share | P:Print | F1: Help | |
| Stock Item All | ocations | | | Udaan Ins | stitute of Inf | ormation & Te | chnology | | | | × | | |
| Sales | | | | | | | | | | | | | |
| Party A/c name | | | | Ite | m Allocation | s for : dinner s | et | | | | | | |
| Sales ledger | | | | Godown | Quantity | Rate per | Amount | | | | | | |
| Name of Item | | | / | Ahmedabad | 5 set | 850.00 set | 4,250.00 | | | | | | |
| dinner set | | | | | | | | | | | | | |
| unner set | | | | | | | | | | | | | |
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| | | | | | 5 set | | 4 250 00 | | | | | | |
| Narration | | | | | 0.561 | | 4,200.00 | | | | | IS | |
| | | | | | | | | | | | | ate Window | |
| Q: Quit | A | | A: Accept | ~ | | | | | | | | | |

2. Godown Transfer

• Gateway of tally > Voucher > Stock Journal(Alt+F7) > Then Press(Ctrl+H) > Use For Inter-Godown Transfers

• Destination Godown(Name of Godown in Which We Have to Transfer The Goods) > Name Of Item > Godown(Name of Godown From Which We have to transfer the goods) > Qty > Save Entry(Ctrl+A)

• To Check Godown Record Go TO Gateway of Tally > Press(Alt+G) > Godown/Location Summary

| | K. Camaran | X-D-+- | 7. C | | Te | 0.1 | E.E | M. Chara | D. D.i-t | E4.11-1- |
|---------------|---------------|----------------|---------------------|--------------------------|--------------------|-----------|-----------|---------------|-------------------------|-----------------|
| ventery Ve | K: Company | <u>Y</u> :Data | <u>Z</u> : Exchange | daan Institute of Inform | 10 | | E: Export | M: Share | P: Print | F1: Help |
| Stock Journ | No 5 | econdary) | U | daan mstitute of morn | ation & rechnology | | | | 1 Apr 23 | F2: Date |
| | | | | | | | | | Saturday | F3: Company |
| stination God | lown · RAJKOT | | | Transfer of Materials (| nter- Godown) | | | | | |
| | | | | | , | | | | | F4: Contra |
| | Name of Item | | Godow | 'n | | | | Quantity | Rate Amount | F5: Payment |
| Wireless P | Geyboard | Ahme | edabad | | | | | 500 pcs 347.8 | 3/pcs 1,73,915.00 | F6: Receipt |
| | | | | | | | | | | F7: Journal |
| | | | | | | | | | | F8: Sales |
| | | | | | | | | | | F9: Purchase |
| | | | | | | | | | | F10: Other Vouc |
| | | | | | | | | | | |
| | | | | | | | | | | E: Autofill |
| | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | L: More Details |
| | | | | | | | | | | O: Related Repo |
| | | | | | | | | | | |
| | | | | | | | | | | L: Optional |
| | | | | | | | | | | T: Post-Dated |
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| | | | | | | | | 500 pcs | ctivate Window | S |
| ation: | | | | | | | | out pes | io to Settings to activ | |
| uit | 0 | | A: Accent | A | D: Delet | e X:Cance | Vch 💧 | | | E12: Configure |

| TallyPrime | MANAGE | | | | | | | | | - 0 | |
|----------------------------------|------------|---------------|-------------|-----------------------------------|-----------|-----------|------------------------|-----------------|-----------------|-------------------|---------|
| EDU | K: Company | Y:Data | Z: Exchange | G:Go To | O: Import | E: Export | M: Shar | e <u>P</u> | : Print | F1: Help | |
| Godown Sum | nmary | | Udaar | Institute of Information & Techno | blogy | | | | × | F2: Period | • |
| | | | | | | | Udaan Inst | itute of Info | ormation & | F3: Company | |
| Particul | ars | | | | | | | For 1-Apr-23 | 3 | F4: Godown | |
| | | | | | | | Clo | psing Balar | Value | | |
| | | | | | | | Quantity | Nate | value | 176 | . I. |
| Ahmedabad | | | | | | | | | 39 01 183 69 | FD | • |
| Bowl | | | | | | | (-)15 pcs | 60.00 | (-)900.00 | F6: Monthly | < |
| Chairs Doll Wiroloss | Kowboard | | | | | | 500 pcs | 680.00 | 3,40,000.00 | F7: Show Profit | |
| dinner plates | Reyboard | | | | | | 1,100 pcs 2 pcs | 110.00 | 220.00 | F8 | |
| dinner set | | | | | | | 15 set | 530.00 | 7,950.00 | F9 | |
| PLASTIC BOT | TTLE | | | | | | 50 pcs | 40.00 | 2,000.00 | E40 | - |
| Printed Clothes Printed Kurta | s | | | | | | 2,540 mtr 4,000 ncs | 40.00 750.00 | 30 00 000 00 | F10 | |
| serving bowls | | | | | | | 5 pcs | 90.00 | 450.00 | | |
| Spoon | | | | | | | (-)16 pcs | 25.00 | (-)400.00 | B: Basis of Value | es o |
| Tata Steelium travs | | | | | | | 461 KG | 55.00 120.00 | 25,355.00 | H: Change View | |
| Uniform | | | | | | | 50 pcs | 750.00 | 37,500.00 | I: Exception Rep | orte (|
| RAJKOT | | | | | | | 555 pcs | 317.32 | 1,76,115.00 | | ionto - |
| Dell Wireless I | Keyboard | | | | | | 500 pcs | 347.83 | 1,73,915.00 | L: Save View | |
| FLASTIC DOT | TLE | | | | | | 50 pcs | 40.00 | 2,200.00 | | |
| PLASTIC BOT | TLE | | | | | | 80 pcs | 40.00 | 3,200.00 | E: Apply Filter | |
| | | | | | | | | | | F: Filter Details | |
| | | | | | | | | | | | |
| | | | | | | | | | | C:New Column | |
| | | | | | | | | | | A: Alter Column | |
| | | | | | | | | | | D: Delete Column | n < |
| | | | | | | | | | | N: Auto Column | |
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| | | | | | | | | Go to So | ttings to activ | | |
| Grand To | tal | | | | | | 635 pcs | 00-10-56 | 40,80,498.69 | | |
| Q: Quit | ^ | Space: Select | ^ | | | B | Remove Line | ^ <u>U</u> :Res | tore Line 🔥 | F12: Configure | |

POS INVOICE

"When we have any customer making payment to us through different Modes, then we Use POS Invoice."

• Gateway of tally > Create > Voucher Type > Name > Pos Invoice > Selection type of voucher > Sales > Print Voucher After Saving > Yes > Use For Pos Invoicing > Yes > THANK YOU(Type message according to you) > set/alter declaration > yes > Save Voucher(Ctrl+A)

• Gateway of tally > Voucher > Press(F8) Select pos invoice Voucher > Party Name > Sales Ledger

• Name of item > printed kurta > QTY > Rate > Amount > Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Switch to Multi Mode Payment(Alt+I) > Fill Details of Different Payment Mode. > (In cash Tendered Same Amount as cash) > Save Entryl(Ctrl+A)

• check print preview > Check Invoice.

| DO <u>K</u> : Company | Y:Data Z | : Exchange | <u>G</u> :Go To | O: Import | E: Export | M: Share | P:Print | F1:Help |
|---|--------------------------------|----------------------------|-----------------------------|-----------|-----------|----------|---------|--------------------|
| oucher Type Creation | | Udaan Institute | of Information & Technology | | | | × | F2: Period |
| me : Pos Invoice | | | | | | | | F3: Company |
| | | | | | | | | |
| | | | | | | | | F4 |
| General | | | Printing | Name of (| Class | | | F5 |
| | | Print voucher after saving | : Yes | | | | | F6 |
| lect type of voucher | : Sales | | | | | | | F7 |
| breviation | : Sale | | | | | | | F8 |
| athod of Voucher Numbering | Automatic | Use for POS invoicing | : Yes | | | | | E9 |
| Numbering behaviour on insertion/deletio | n : Retain Original Voucher No | wessage to print (1) | : thank you | | | | | E10: Other Meeter |
| Set/Alter additional numbering details | : No | Message to print (2) | : visit again | | | | | F10: Other Masters |
| how unused vch nos. in transactions for | · Voe | D.C. Market and A. | | | | | | |
| etain Original Voucher No. behaviour | tes | Default title to print | : Pos Invoice | | | | | L: More Details |
| low zero-valued transactions | No | | | | | | | |
| New 2010 Valace Ransactions | . 110 | Set/alter declaration | : Yes | | | | | |
| llow narration in voucher | : Yes | | | | | | | |
| rovide narrations for each ledger in vouche | er:No | | | | | | | |
| | | | | | | | | |
| nable default accounting allocations | · No | | | | | | | |
| hable default accounting allocations | . No | | | | | | | |
| hats-up voucher alter saving | . 10 | | | | | | | |
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| TallvPrime | MANAGE | | | | | | | | – ø × | |
|------------------------------------|-----------------------------------|----------|-------------------------|-------------------------------|-------------------------|-----------|------------|-------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :Go To | O: Import | E: Export | M: Share | P: Print | F1: Help | |
| Accounting V | oucher Creation | | Udaan In: | stitute of Information & Tech | nology | | | × | F2: Date | < |
| Pos Invoice | No. 1 | | | | | | | 1-Apr-23 | F3: Company | < |
| Godown | : Main Location | | | | | | | Saturday | | |
| Party A/c name | : Niva Pvt Ltd | | | | | | | | F4: Contra | ¢ |
| Sales Ledger Current balance | : Sales A/c : 59.51.859.18 Cr | | | | | | | | F5: Payment | < |
| Name of Item | | | | | | Quantity | Rate per | Amount | F6: Receipt | < |
| D · · · I K · | | | | | | 200 | 0.40.00 | 2 04 700 00 | F7: Journal | ¢ |
| Printed Kurta | | | | | | 300 pcs | 949.00 pcs | 2,84,700.00 | F8: Sales | ¢ |
| Cast | | | | | | | | 17 082 00 | F9: Purchase | • |
| Sgst | | | | | | | | 17,082.00 | F10: Other Vouchers | ĸ |
| | | | | | | | | | | |
| | | | | | | | | | F: Autofill | |
| | | | | | | | | | H: Change Mode | ¢ |
| | | | | | | | | | I: More Details | < |
| | | | | | | | | | O: Related Reports | < |
| | | | | | | | | | | |
| | | | | | | | | | L: Optional | |
| | | | | | | | | | T:Post-Dated | ¢ |
| | | | | | | | | | I: Single Mode Pymt | ¢ |
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| | | | | | | | | | | |
| | | | | | | 300 pcs | | 3,18,864.00 | | |
| Gift vouchers Credit/debit card | : Not Applie Bank of Ind | able: | 54.700.00 Card no | 3141592653589793 | | | | | | |
| Cheque | State Bank | of India | 75,000.00 Bank name | State Bank of India | Cheque no. : 000040 | | Activ | ate Window | S | |
| Narration: | : Cash | | 1,89,164.00 Cash tender | ed : 1,69,164.00 Balance : | | | Go to | Settings to activ | | |
| Q: Quit | A | | A: Accept | | D: Delete A X: Cancel V | ch A | | | E12: Configure | |

| Т | allyPrime | MANAGE | | | | | | | | | |
|----------------------------|---|---|---|--|---|----------------------|--|----------|-----------------------------------|-------------------|--|
| E | EDU | | | | <u>G</u> : Go To | | | | | | |
| 1 | | : 3 4 5 6 | 7 8 9 Udaan F 401 Bhagirath Icon, N Narol 3824(GSTIN/UIN: 24 State Name : (E-Mail : uitahme | 10 11 12 13 Foundation lear Narol Aslali Highway 35 Ahmedabad AARY0045P225 Gujarat, Code : 24 edabad@gmail.com | 14 15 16 17 | 18 19 20 21 | | | | ^ | |
| 3 | Bill No. Date Buyer (Bill to) Address | : 1 : 1-4-2023) : Niva Pvt Lto : Jashoda Na Ahmedaba | Pos agar, d | Invoice Time User | : 20:49 hrs : udaan | | | | | | |
| Ĭ | SI Des | cription | HSN/SAC | Qty | Rate | Amount | | | | | |
| 6 | 1 Print | ted Kurta | 6211 | 300 | 949.00 | 284700.00 | | | | | |
| 7 | | | Tatal | Sgst Sgst 200 | | 17082.00 17082.00 | | | | | |
| 8 | COST @6% | | Total | 00 | 2 84 700 00 | 17.082.00 | | | | | |
| 9 | SGST/UTGS | T @6% | | On | 2,84,700.00 | 17,082.00 | | | | | |
| 10 11 12 13 14 | Cr/Dr Card Card No Cheque Cheque No. Cash Cash Balance We declare th | red Total Paid hat this invoice shows the a | xxxx xxx xxx 97 000040,State Ban inctual price of the goods that | 93 54700. (k of India 189164, 189164 318864. a described and that all p nk you | 00 00 00 00 anticulars are true and c | prrect. | | | | | |
| 15 | | | visi | t again | | | | | | | |
| 16 | | | | | | | | | | | |
| 18 19 20 | | | | | | | | Ac Go | tivate Windo to Settings to ac | ws tivate Wind | |

PURCHASE/SALES ORDER

Purchase Order : "When we have to order any product then we Use purchase order"

- Gateway of Tally > Voucher > Press(F10) > Show Inactive > Purchase Order > Activate
- Party Name > Order No : 101 > Purchase Ledger > Create Ledger > Purchase Order > Under : Purchase > Save Ledger(Ctrl+A)
- Name of Item > Qty > Rate > Amount > Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Save Entry(Ctrl+A)

- Purchase(F9) > Select Party Name Same as Purchase Order > Select Purchase Order No. > purchase ledger : purchase > Save entry(Ctrl+A)
- Normally Payment Entry

| TallyPrime | MANAGE | | | | | | | | | | - 8 | |
|------------------|----------------------|--------|-------------|------------------------|-----------------------|---------------|-------------------|----------|-------------|-------------------|---------------------|-----|
| EDU | K: Company | Y:Data | Z: Exchange | <u><u>G</u>:(</u> | Go To | <u>O</u> : In | nport <u>E</u> :E | xport | M: Share | P: Print | F1:Help | |
| Order Vouche | r Alteration (Second | lary) | Uc | laan Institute of Info | ormation & Technology | | | | | × | F2: Date | < |
| Purchase Orde | er No. 1 | | | | | | | | | 1-Apr-23 | F3: Company | < |
| Desta Alexander | Michael Fabric | | | | | | | | | Saturday | | |
| Current balance | 5.61.792.00 Cr | | | | | | Order | no | · 101 | | F4: Contra | k |
| Purchase ledger | Purchase Order | | | | | | | | | | E5: Payment | 4 |
| Current balance | | | | | | | | Quantity | Rate ner | Amount | E6: Pasaint | |
| indine of item | | | | | | | | quantity | nuto po | Allount | Fo. Receipt | |
| Cotton Plain Fat | bric | | | | | | | 456 mtr | r 45.00 mtr | 20,520.00 | F7:Journal | • |
| | | | | | | | | | | | F8: Sales | • |
| Cgst | | | | | | | | | | 1,231.20 | F9: Purchase | < |
| Sgst | | | | | | | | | | 1,231.20 | F10: Other Vouchers | s < |
| | | | | | | | | | | | | |
| | | | | | | | | | | | E: Autofill | ¢ |
| | | | | | | | | | | | H: Change Mode | |
| | | | | | | | | | | | L: More Details | |
| | | | | | | | | | | | O: Related Reports | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | L: Optional | |
| | | | | | | | | | | | T: Post-Dated | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | W: Pre-Close Order | |
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| Narration: | | | | | | | | 456 mtr | Acti | vate V22,982.40 | IS | |
| | | | | | | | | | Go to | Settings to activ | | |
| Q: Quit | ^ | | Accept | ^ | <u>D</u> : C |)elete ^ | X:Cancel Vch | ^ | | | F12: Configure | < |

| TallyPrime | MANAGE | | | | | | | | | | | o × |
|---|------------|--------------------|-------------|----------------------|--|---------------|----------|-----------|----------|---------|-----------|-----|
| EDU | K: Company | Y:Data | Z: Exchange | | G:Go To | | O:Import | E: Export | M: Share | P:Print | F1: Help | |
| Party Details | | | L | Jdaan Institute of | Information & Tech | nology | | | | × | | |
| Purchase Supplier Invoice N | | | | | | | | | | | | |
| Party A/c name Current balance Purchase ledger Current balance | | | | | | | | | | | | |
| Name of Item | | | | | | | | | | | | |
| | | Receipt Note No | (s) : | Red | ceipt Details Receipt Doc No. Dispatched through | : | | | | | | |
| | | | | | Destination Carrier Name/Agent Bill of Lading/LR-RR N Motor Vehicle No. | io.: | Date: | | | | | |
| | | Order No(s) 101 | | Or Date: 1-Apr-23 | der Details Mode/Terms of Payme Other References Terms of Delivery | nt: : : | | | | | | |
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| marration: | | | | | | | | | | | ate Windo | |
| Q: Quit | ^ | | Accept | ^ | | | | | | | | |

| TallvPrime | MANAGE | | | | | | | | | – ø × |
|-----------------------------------|-------------------|---------|---------------------|-------------------------|----------------------|-----------------------|-----------|-------------|------------------------|---------------------------------------|
| EDU | K: Company | Y: Data | <u>Z</u> : Exchange | <u>G</u> :G | io To | O: Import | E: Export | M: Share | P: Print | F1:Help |
| Accounting V | oucher Alteration | | | Udaan Institute of Info | rmation & Technology | | | | × | F2: Date |
| Purchase | No. 18 | _ | | | | | | | 1-Apr-23 | E3: Company |
| Supplier Invoice | No.: 101 | Date | : 1-Apr-23 | | | | | | Saturday | · · · · · · · · · · · · · · · · · · · |
| Party A/c name Current balance | 5.84.774.40 Cr | | | | | | | | | E4: Contra |
| Purchase ledger | Purchase | | | | | | | | | E5: Payment |
| Name of Item | : 81,64,545.77 Dr | | | | | | Quantity | Rate per | Amount | E6: Pagaint |
| | | | | | | | 4.00.001 | riato por | | Fo. Receipt |
| Cotton Plain Fa | ibric | | | | | | 456 mt | r 45.00 mtr | 20,520.00 | Fr: Journal |
| | | | | | | | | | | F8: Sales |
| Cgst | | | | | | | | | 1,231.20 | F9: Purchase |
| Round Off | | | | | | | | | (-)0.40 | F10: Other Vouchers |
| | | | | | | | | | | |
| | | | | | | | | | | E: Autofill |
| | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | L: More Details |
| | | | | | | | | | | O:Related Reports |
| | | | | | | | | | | |
| | | | | | | | | | | L:Optional < |
| | | | | | | | | | | T:Post-Dated |
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| Narration: | | | | | | | 456 mtr | Activ | ate V 22,982.00 | S |
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| Q: Quit | ~ | | Accept | ^ | D: Dele | te <u>×</u> :Cancel V | /ch ^ | | | F12: Configure |

Sales Order : "When we get order any product then we Use Sales order"

- Gateway of Tally > Voucher > Press(F10) > Show Inactive > Sales Order > Activate
- Party Name > Order No : 101 > Sales Ledger > Create Ledger > Sales Order > Under : Sales Account > Save Ledger(Ctrl+A)
- Name of Item > Qty > Rate > Amount > Choose Cgst And Sgst > Amount will Come Automatically According To Gst Rate > Save Entry(Ctrl+A)
- Sales(F8) > Select Party Name Same as Sales Order > Select Sales Order No. > Sales ledger : Sales > Save entry(Ctrl+A)
- Normally Receipt Entry



| TallyPrime | MANAGE | | | | | | | | | ٥ | |
|---------------|------------|--------------------|-------------|---|-----------|-----------|----------|---------------------------|-----------------|---|--|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | O: Import | E: Export | M: Share | P:Print | F1: Help | | |
| Party Details | No. 14 | | Uda | aan Institute of Information & Technology | | | | X 1-Apr-23 Saturday | | | |
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| | | Delivery Note No(| s) : | Dispatch Details Dispatch Doc No. | | | | | | | |
| | | Not Applicable | , | Dispatched through : | | | | | | | |
| | | | | Destination : | | | | | | | |
| | | | | Bill of Lading/LR-RR No.: | Date: | | | | | | |
| | | | | Motor Vehicle No. : | | | | | | | |
| | | Order No(s) 125 | | Order Details Mode/Terms of Payment: Date: 1-Apr-23 Other References : Terms of Delivery : | | | | | | | |
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| Q: Quit | A | | Accept ^ | | | | | | | | |

| TallyPrime | MANAGE | | | | | | | | | | – ø × |
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| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : | Go To | <u>c</u> | : Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting Vo | oucher Creation | | Uda | an Institute of Inf | ormation & Techno | logy | | | | × | F2: Date < |
| Sales | No. 14 | | | | | | | | | 1-Apr-23 | F3: Company |
| Det. Manual | 7-1 | | | | | | | | | Saturday | |
| Current balance | zebronics | | | | | | | | | | F4: Contra |
| Sales ledger | : Sales A/c | | | | | | | | | | E5: Payment |
| Name of Item | : 63,25,359.18 Cr | | | | | | | Quan | tity Rate pe | r Amount | E6: Receipt |
| | | | | | | | | | | | F7: Journal |
| Monitors | | | | | | | | 10 | pcs 15,000.00 pc | s 1,50,000.00 | F9: Salaa |
| | | | | | | | | | | | Fo. Durch and |
| Cgst | | | | | | | | | | 13,500.00 | F9: Purchase |
| Syst | | | | | | | | | | 13,500.00 | F10: Other Vouchers |
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| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | L: More Details |
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| Provide GST/e-W/av | Bill/e-Invoice details: No | | | | | | | | | | |
| - Nulle Golie-Wa | Diard involce details. NO | | | | | | | | | | |
| Narration: | | | | | 1 | | | 10 | pcs Act | vate 1,77,000.00 | S Niederse |
| | | | | | | | | | Go to | o Settings to activ | |
| Q: Quit | ^ | | Accept ^ | | | D: Delete | X:Cancel V | /ch \land | | | F12: Configure |

MAINTAIN BUDGET

"a plan of how to spend an amount of money over a particular period of time; the amount of money that is mentioned is Known as Budget"

- Gateway of Tally > Press F11 (Features) > Enable Cost Centres : YES > Ctrl+A
- Gateway of Tally > Create > Show More > Budget > Name : Company Budget 23-24
- Period Of Budget : 1-4-2023 To 1-10-2023
- Group > Group Name : Indirect Expense > Amount : Your Total Expense Amount
- Ledger(Create First Ledger Which We Have To Divide further into Cost Centre > Account Name
- Press(Alt+C) Create Salary Exp > Under : Indirect Exp > Ctrl+A > Amount > Salary Exp Amount
- Second Ledger > Press(Alt+C) Create > Company Exp > Under : Indirect exp > Exp Amount

- Cost Centre > Divide First Ledger Into Different Cost Centres
- Press(Alt+C) Create > Manager > Expenses : Salary Amount
- Press(Alt+C) Create > Supervisior : Salary Amount > Save Budget(Ctrl+A)
- Gateway of Tally > Voucher > Payment(F5) > Account : Cash > Particulars > Salary Exp > The Spent Amount > Cost centres
- Manager : Exp Amount > Supervisor : Pending Amount > Then Save(Ctrl+A)
- (Then Check You Are In Budget Or Not)

• Gateway of Tally > Profit & Loss A/c > Indirect Expense > Salary Exp > Press(F10) Budget Variance > Select Budget You Have Created > Then Enter > Check Your Budget Graph

| TallyPrime | MANAGE | | | | | | | | | – u / | È. | |
|-------------------|-----------------------------|---------|-----------------|----------|---------------------------------|------------|-----------|-----------|----------|---------|--------------------|---|
| EDU | K: Company | Y: Data | a <u>Z</u> : | Exchange | G: Go To | | O: Import | E: Export | M: Share | P:Print | F1: Help | |
| Budget Creat | tion | | | U | daan Institute of Information & | Technology | | | | | × F2: Period | k |
| Name : 0 | Company Budge | t 23-24 | | | | | | | | | E3: Company | |
| Under : | Primary | | | | | | | | | | T DI Company | |
| | (0.1.) | | | | | | | | | | E4 | |
| From: | To: | Groups | Ledgers Cost Ce | ntres | | | | | | | 55 | |
| 4.422 | 4.0-1.22 | N | | | | | | | | | FC | ÷ |
| 1-Apr- 2 3 | 1-Oct-23 | res | res res | | | | | | | | F0 | • |
| | | | | | | | | | | | F7 | < |
| | | | | | | | | | | | F8 | < |
| | | | | | | | | | | | F9 | < |
| | | | | | | | | | | | F10: Other Masters | |
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| 0.0.0 | | | Yes or | NO | | D-D-L - | | | | | E42 Confirm | |
| Ga: Quit | ^ | | <u>A</u> : Ac | cept | ^ | D: Delete | ^ | | | | F12: Configure | |



| TallyPrime | MANAGE | | | | | | | | | | | | – ø > | |
|------------------------|--------------|-----|---------------|-----------|-------|-------------------|---------------------------------|----------------|-----------|---------------|---------------------------------|----------------------------|----------------------|---|
| EDU | K: Compar | ıy | Y:Data | Z: Exchar | ige | <u>G</u> :0 | Go To | | O: Import | E:Exp | ort <u>M</u> :Sha | re <u>P</u> :Print | F1: Help | |
| Ledger Mor | nthly Summar | у | | | Udaan | Institute of Info | ormation & Tec | hnology | | | | × | F2: Period | < |
| | | | | | | Udaan Institu | Salary Exp te of Information | & Technology | U | ldaan Institu | Salary Exp te of Information | & Technology | F3: Company | < |
| Particula | агѕ | | | | | 0 | For 1-Apr-23 | 3.24 | | | For 1-Apr-23 | | F4: Ledger | ¢ |
| | | | | | | Transa | actions | Closing | | Transactio | ons | Closing | | |
| | | | | | | Debit | Credit | Balance | Debit | | Credit | Balance | E5 | |
| | | | | | | | | | | | | 1 ► | F6: Monthly | < |
| Opening Balan April | ice | | | | | 5,00,000.00 | | 5,00,000.00 Dr | 3,50,000 | 0.00 70.00% | | 3,50,000.00 Dr | F7 | ¢ |
| May | | | | | | | | | | | | | F8 | ¢ |
| July | | | | | | | | | | | | | F9 | ~ |
| August September | | | | | | | | | | | | | F10: Budget Variance | |
| October | | | | | | | | | | | | | - Tor Budget Valance | |
| December | | | | | | | | | | | | | B: Basis of Values | |
| January | | | | | | | | | | | | | H: Change View | ¢ |
| March | | | | | | | | | | | | | J: Exception Reports | ¢ |
| | | | | | | | | | | | | | L: Save View | ¢ |
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| | | | | | | | | | | | | | E: Apply Filter | |
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| Granu ru | | | | | | 5,00,000.00 | | 3,00,000.00 DI | 3,30,000 | | | 3,50,000.00 Dr | D: Delete Column | |
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| 0 | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar Mar | | |
| Q: Quit | ^ | | Space: Select | ^ | | | | | | | Remove Line | ∧ <u>U</u> :Restore Line ∧ | F12: Configure | |

REJECTION IN/OUT

• Gateway Of Tally > Vouchers > Purchase(F9) > Purchase Normally > Save Entry > Vouchers > Other Vouchers(F10) > Show Inactive

• **Rejection Out(** let's Assume Out of 75 Shirts 3 Shirts Are Damaged In Purchase) > Enter > Name Of The Purchase Party > Name of Item : Plain White Shirt > Qty : 3(Damaged Qty) > Rate Will Come Automatically > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | - 0 | |
|----------------|----------------------|--------------------------|-------------|------------------------|--------------------|-----------|---------------|----------------|--------------|-------------------|----------------------|-----|
| EDU | K: Company | Y: Data | Z: Exchange | <u><u>G</u>:0</u> | Go To | Q | : Import | E: Export | M: Share | P:Print | F1: Help | |
| Inventory Vo | oucher Alteration (S | econdary) | Uc | laan Institute of Info | ormation & Technol | ogy | | | | × | F2: Date | • |
| Rejections (| Out No. 1 | | | | | | | | | 1-Apr-23 | F3: Company | • |
| | | | | | | | | | | Saturday | | |
| | - | Ledger Account | | | | Su | ıpplier's Nar | ne and Address | | | F4: Contra | • |
| Niki Garment | ts | | | | Niki Garments | | | | | | F5: Payment | < |
| | | | | | | | | | | | F6: Receipt | < |
| Name of Item | | | | | | | | Quantity | Rate ner | Amount | F7: Journal | • |
| nume of nem | | | | | | | | quantity | nute per | Amount | F8: Sales | • |
| nlain white si | hirt | | | | | | | 3.00 | 549.00 pcs | 1 647 00 | F9: Purchase | ¢ |
| Tracking I | No.:1 Ord | er No.: • Not Applicable | | | | | | o pe | , 040.00 p03 | 1,047.00 | F10: Other Voucher | s < |
| | | | | | | | | Main Location | 3 pcs 549.00 | pcs 1,647.00 | | |
| | | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | | H: Change Mode | ¢ |
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| Narration: | | | | | | | | 3.00 | Activ | ate Window | ſS | |
| indiri di Off. | | | | | | | | 0 pc. | Go to | Settings to activ | | |
| Q: Quit | ~ | | Accept | κ | | D: Delete | X:Cancel | Vch 🗠 | | | F12: Configure | |
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• Gateway Of Tally > Vouchers > Sales(F9) > Sales Normally > Save Entry > Vouchers > Other Vouchers(F10) > Show Inactive

• **Rejection In**(let's Assume Out of 65 Shirts 2 Shirts Are Damaged In Sales) > Enter > Name Of The Sales Party > Name of Itam : Diain White Shirts 2 Other 2 (Damaged Other) > Date Will Came Automatically > Saya (Ctrl) > Date (Ctrl) > Date

Item : Plain White Shirt > Qty : 2(Damaged Qty) > Rate Will Come Automatically > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | - 8 | × |
|-----------------|---------------|-----------------------------|-----------------|-----------------------------|-----------------------|----------------|------------------|--------------------------------|--------------------------------------|------|
| EDU | K: Company | Y:Data | Z: Exchange | G:Go To | O: Import | E: Export | M: Share | P:Print | F1:Help | |
| Inventory Vou | ucher Creatio | on | Udaan Institute | of Information & Technology | | | | × | F2: Date | ¢ |
| Rejections I | n No. 1 | | | | | | | 1-Apr-23 Saturday | F3: Company | ¢ |
| | | Ledger Account | | | Customer's Na | me and Address | | | F4: Contra | ¢ |
| Fashion Hub | | | | Fashion Hub | | | | | F5: Payment | ¢ |
| | | | | | | | | | F6: Receipt | ¢ |
| Nama af Itam | | | | | | Overtit | Dete ere | A | F7: Journal | ¢ |
| Name of Item | | | | | | Quantit | y Rate per | Amount | F8: Sales | |
| alain mhite abi | | | | | | 0.5 | | 4 000 00 | F9: Purchase | - |
| Tracking No | m. ⊳ 1 | Order No . + Not Applicable | | | | 2 p | .5 649.00 pcs | 1,290.00 | E10: Other Voucher | rs (|
| | | | | | | Main Location | 2 pcs 649.00 | pcs 1,298.00 | | |
| | | | | | | | | | E: Autofill | |
| | | | | | | | | | H: Change Mode | ¢ |
| | | | | | | | | | I: More Details | |
| | | | | | | | | | O: Related Reports | s < |
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• Gateway Of Tally > Vouchers > Receipt(F6) > Account : Cash > Particulars : Sales Party > Amount(Write Total Amount) > Enter > Type of Ref : Agst Ref > Enter > Write Amount After Deducting Rejection In Amount(Returned Product Amount) > Save entry(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | - 8 > | K |
|-------------------------------|-----------------------|--------------|-------------|-----------------------------|----------------|----------------|-----------------|--------|----------|----------------------|----------------------|----|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | | <u>O</u> : Imp | ort <u>E</u> :E | Export | M: Share | P: Print | F1:Help | |
| Accounting V | oucher Creation | | Uda | an Institute of Information | n & Technology | | | | | × | F2: Date | < |
| Receipt | No. 7 | | | | | | | | | 1-Apr-23 | F3: Company | 1 |
| | | | | | | | | | | Saturday | | h |
| Account | : Cash | | | | | | | | | | F4: Contra | ¢ |
| Current balance Particular | : 13,42,208.00 L s |)r | | | | | | | | Amount | F5: Payment | k |
| F | | | | | | | | | | 44 20 4 00 | E6: Receipt | 1 |
| Cur Bal: | 0.00 Cr | | | | | | | | | 44,294.00 | E7: Journal | 1 |
| Agst Ref 1 | 6 | 42,996.00 Cr | | | | | | | | | E8: Sales | T. |
| Advance 7 | | 1,250.00 CI | | | | | | | | | F9: Purchase | Ê |
| | | | | | | | | | | | E10: Other Veueberg | Ê |
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| O: Ouit | | | A: Accent | | D: Delete | | Cancal Veh | | | | E12: Configura | |
| Securit Securit | ^ n | | Accept ^ | | D. Delete | | Cancel VCII | ^ | | | r iz. comgute | |

• Gateway Of Tally > Vouchers > Payment(F5) > Account : Cash > Particulars : Purchase Party > Amount(Write Total Amount) > Enter > Type of Ref : Agst Ref > Enter > Write Amount After Deducting Rejection Out Amount(Returned Product Amount) > Save entry(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | – ø × |
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| EDU | K: Company | Y:Data | <u>Z</u> : Exchange | <u>G</u> :Go To | O: Import | E: Export | M: Share | P:Print | F1:Help |
| Accounting Vo | ucher Creation | | Udaan Institute | of Information & Technology | | | | × | F2: Date |
| Payment | No. 9 | | | | | | | 1-Apr-23 Saturday | F3: Company |
| Account | : Cash | | | | | | | | F4: Contra |
| Particulars | . 12,90,974.00 Dr | | | | | | | Amount | F5: Payment |
| Niki Garments | | | | | | | | 43,234.00 | F6: Receipt |
| Cur Bal: 0 | 0.00 Dr | 41 587 00 Dr | | | | | | , | F7: Journal |
| Advance 9 | | 1,647.00 Dr | | | | | | | F8: Sales |
| | | | | | | | | | F9: Purchase < |
| | | | | | | | | | F10: Other Vouchers < |
| | | | | | | | | | |
| | | | | | | | | | E:Autofill < |
| | | | | | | | | | H: Change Mode < |
| | | | | | | | | | L: More Details |
| | | | | | | | | | O:Related Reports |
| | | | | | | | | | |
| | | | | | | | | | L: Optional |
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| Narration: | | | | | | | | 43 234 00 | |
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| | | | | | | | Go to | Settings to activ | s ate Windows. |
| Q: Quit | ~ | | A: Accept | D: Delete | ∧ X:Cancel \ | /ch ^ | | | F12: Configure |

PHYSICAL STOCK

• Gateway of Tally > Voucher > Purchase Normally > Voucher > Press(Ctrl+F7) Physical Stock > Change Date(F2) to When We Went To Verify How Much Products Are In Good Condition > Name Of Item > Qty(Number Of Product Which Is In Good Condition) > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | - 0 > |
|--------------|---------------------|-----------|-------------|------------------------|-----------------------|---------------|--------------------|---------------------|----------|-------------------|------------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : | Go To | <u>O</u> : Im | port <u>E</u> :Exp | oort <u>M</u> :S | hare | P:Print | F1:Help |
| Inventory Vo | ucher Alteration (S | econdary) | | Jdaan Institute of Inf | ormation & Technology | 1 | | | | × | F2: Date |
| Physical Sto | ock No. 1 | | | | | | | | | 1-May-23 | F3: Company |
| | | | | | | | | | | Monday | |
| | | | | Physical Sto | ck Verification | | | | | | F4: Contra |
| ame of Item | | | | | | | | | | | F5: Payment |
| | | | | | | Godown | Batch/Lot No. | Mitg Dt. Expry Date | Quantity | Amount | F6: Receipt |
| ottle | | | | | | Main Logation | | | 140 | | F7: Journal |
| | | | | | | Main Location | | | 140 pcs | , | F8: Sales |
| | | | | | | | | | | | F9: Purchase |
| | | | | | | | | | | | F10: Other Vouchers |
| | | | | | | | | | | | |
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| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | I: More Details |
| | | | | | | | | | | | • O:Related Reports |
| | | | | | | | | | | | |
| | | | | | | | | | | | L: Optional |
| | | | | | | | | | | | T: Post-Dated |
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| | | | | | | | | | Activ | vate Window | IS |
| arration | | | | | | | | | Go to | Settings to activ | |
| D: Quit | A | | A: Accept | A | D: | Delete ^ | X: Cancel Vch | ^ | | | E12: Configure |

DAMAGED GOODS

• Gateway of Tally > Create > Stock Item > Name : Name Of Damage Product(For eg. Damaged Bottles) > Under > Create(Scrap Product) > Ctrl+A > Unit > Pcs > Fill Gst Details > Qty(Same As Purchase) > Rate > Amount > Save Item(Ctrl+A)

| TallyPrime MANAGE | | | | | | — — — × |
|---|--------------------|---|------------------------------------|---|------------------------------|----------------------------|
| EDU K: Compa | any <u>Y</u> :Data | Z: Exchange | <u>G</u> : Go To | O:Import E:Export | t <u>M</u> :Share <u>P</u> : | Print F1:Help |
| Stock Item Creation | | Udaan Ins | titute of Information & Technology | | | F2: Period |
| Name : Damage Bott (alias) : | tle | | | | | F3: Company F4 F5 |
| Under | Saran Broduct | Statutory Details | | | | F6 |
| Inite | : Scrap Froduct | GST applicability | Applicable | Gateway of Tally | | F7 |
| Juies | . pcs | HSN/SAC & Related | Details | | | F8 |
| Additional Details | | HSN/SAC Details | : Specify Details Here | MASTERS | | E9 |
| Set components (BOM) | : No | HSN/SAC | 2414 | Create | | F10: Other Masters |
| | | GST Rate & Related | 1 Details | CHart of Accounts | | |
| | | GST Rate Details | : Specify Details Here | TRANSACTIONS | | L: More Details |
| | | Taxability Type | : Taxable | Vouchers | | 1 |
| | | GOT Rate | . 12 /0 | Day BooK | | |
| | | Type of Supply | : Goods | UTILITIES | | B: Get HSN/SAC Info |
| | | Rate of Duty (eg 5) | : 0 | BaNking | | _ |
| | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | REPORTS | | |
| | | | | Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis | | |
| | | | Accent 2 | Display More Reports | | |
| | | Quantity Rate per | Value | DashbOard | | |
| | Opening Balance : | 10 pcs 99.00 pcs | 990.00 Yes or No | Quit | | |
| | | | | | | |
| | | | | | | |
| | | | | | | e Windows |
| | | | | | | tings to activate Windows. |
| Q:Quit | | A: Accent | D:De | lete o | | E12: Configure |
| <u>= </u> | | = | 5.00 | | | |

• Gateway Of Tally > Create > Voucher Type > Damage Goods For Sales > Select Type Of Voucher : Sales > Save Voucher(Ctrl+A)

| allyPrime MANAGE | | | | | | | | |
|---|-------------------|----------------------------|-----------------------------|--------------|----------|----------|----------|---------------------|
| EDU <u>K</u> : Company | Y:Data Z: | Exchange | <u>G</u> : Go To | O: Import | E:Export | M: Share | P: Print | F1: Help |
| oucher Type Creation | | Udaan Institute o | of Information & Technology | | | | > | F2: Period |
| ime : Damage Goods for Sales ias) : | | | | | | | | F3: Company |
| | | | | | _ | | | F4 |
| General | | | Printing | Name of Clas | is | | | FD |
| lect type of voucher | Sales | Print voucher after saving | : No | | | | | F6 |
| breviation | : Sale | | | | | | | F7 |
| tivate this Voucher Type | Yes | Use for POS invoicing | : No | | | | | F8 |
| thod of Voucher Numbering | Automatic | Default title to print | | | | | | F9 |
| Numbering behaviour on insertion/deletion | Renumber Vouchers | Default bank | : • Not Applicable | | | | | F10: Other Master |
| Set/Alter additional numbering details | : No | Default jurisdiction | | | | | | |
| ain Original Voucher No. behaviour | : No | Set/alter declaration | : No | | | | | I: More Details |
| effective dates for vouchers | : No | | | | | | | 2 |
| w zero-valued transactions | : No | | | | | | | |
| ke this voucher type as 'Optional' by default | : No | | | | | | | |
| w narration in voucher | Yes | | | | | | | |
| wide narrations for each ledger in voucher | : No | | | | | | | |
| able default accounting allocations | : No | | | | | | | |
| atsApp voucher after saving | : No | | | Acce | ept ? | | | |
| | | | | Yes | or No | | | |
| | | | | Quit | | | | |
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| | | | | | | | | vs vate Windows. |
| Quit | A:A | ccept ^ | D: Delete | ^ | | | | F12: Configure |

• Gateway of Tally > Voucher > Press(F8) > Select Damage Voucher > Normally Sale The Damage Goods > And Rate(The Product Will Be sold at Lower Price Because It Is damaged) > Save Entry(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | - 8 > | ĸ |
|---------------------------------|--------------------------------|--------|-------------|-------------------------------------|-------------------|-----------|--------------|-------------------|----------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | <u>O</u> : Import | E: Export | M: Share | P:Print | F1: Help | |
| Accounting Vo | oucher Creation | | Udaan li | stitute of Information & Technology | | | | × | F2: Date | • |
| Damage Goods for S | ales No. 1 | | | | | | | 1-May-23 | F3: Company | • |
| Party A/c name | Jav Balaii Scran | Store | | | | | | wonday | | |
| Current balance | : | | | | | | | | F4: Contra | ¢ |
| Sales ledger Current balance | : Sales A/c 66.42.344.18 Cr | | | | | | | | F5: Payment | < |
| Name of Item | | | | | | Quantit | y Rate per | Amount | F6: Receipt | < |
| | | | | | | | 05.00 | | F7: Journal | < |
| Damage Bottle | | | | | | 10 p | cs 85.00 pcs | 850.00 | F8: Sales | • |
| • End of List | | | | | | | | | F9: Purchase | < |
| · End of Elst | | | | | | | | | F10: Other Vouchers | < |
| | | | | | | | | | | |
| | | | | | | | | | E: Autofill | |
| | | | | | | | | | H: Change Mode | |
| | | | | | | | | | I: More Details | |
| | | | | | | | | | O: Related Reports | |
| | | | | | | | | | | |
| | | | | | | | | | L: Optional | |
| | | | | | | | | | <u>⊺</u> :Post-Dated | |
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| Flovide e-Invoice | uetans . NO | | | | | | | | | |
| Narration: | | | | | | 10 p | cs Activ | /ate \// 850.00 | S | |
| | | | | | | | Go to | Settings to activ | | |
| Q: Quit | ^ | | Accept ^ | <u>D</u> : C | elete ^ X:Cancel | Vch ^ | | | F12: Configure | |

ACTUAL BILLED QTY ENTRY

"Actual means the amount of goods we actually buy or Sell and billed means the number of goods for which a bill is made"

Purchase :

- Gateway of Tally > Press F11 (Features) > Use Separate Actual and Billed Quantity columns in invoice > Yes > Save(Ctrl+A)
- Gateway of Tally > Vouchers > Purchase(F9) > Party A/c Name > Purchase Ledger
- Name Of Item > Actual(Qty of Product You Will Get) > Billed(Qty of Product Whose Bill Will Be Created) > Rate > Choose Cgst & Sgst
- Narration > Buy One Get One Free > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | - 0 > | |
|---------------------|-------------------|----------|-------------|---------------------------------------|----------------|-----------|--------------|-----------|----------|---------------------|-----|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | O: Import | E: Export | <u>M</u> : : | Share | P:Print | F1:Help | |
| Accounting Vo | oucher Creation | | Udaan | Institute of Information & Technology | 1 | | | | × | F2: Date | < |
| Purchase | No. 14 | Data | | | | | | | 1-Apr-23 | F3: Company | • |
| Supplier Invoice IN | · Dankai Provisio | Date . | | | | | | | Saturday | | |
| Current balance | | in store | | | | | | | | F4: Contra | ¢ |
| Purchase ledger | : Purchase | | | | | | | | | F5: Payment | |
| Name of Item | . 08,00,900.18 DI | | | | | Quanti | ty | Rate per | Amount | E6: Receipt | |
| | | | | | | Actual | Billed | | | E7: Journal | 1, |
| Teethbrush | | | | | | 100 040 | 50 DAC | 35.00 BAC | 1 350 00 | ER: Calas | |
| Tootibrusii | | | | | | 100 FAC | JUFAC | ZJ.00 FAC | 1,250.00 | F0. Durch as a | - |
| Cast | | | | | | | | | 31.25 | F5: Fulchase | |
| Sgst | | | | | | | | | 31.25 | F10: Other Vouchers | - < |
| | | | | | | | | | | 15 A 4 60 | |
| | | | | | | | | | | | < |
| | | | | | | | | | | H: Change Mode | < |
| | | | | | | | | | | L: More Details | ¢ |
| | | | | | | | | | | O: Related Reports | |
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| | | | | | | | | | | L: Optional | < |
| | | | | | | | | | | T: Post-Dated | |
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| | | | | | | | | | | | |
| Narration: | | | | | | 100 PAC | 50 PAC | | 1,312.50 | | |
| Buy One Get One | e Free | | | | | | | | | | |
| Q: Quit | ^ | | Accept ^ | <u>D</u> : | Delete ^ X:Can | cel Vch | | | | F12: Configure | |

Sales :

• Gateway of Tally > Press F11 (Features) > Use Separate Actual and Billed Quantity columns in invoice > Yes > Save(Ctrl+A)

• Gateway of Tally > Vouchers > Sales(F8) > Party A/c Name > Sales Ledger

• Name Of Item > Actual(Qty of Product You Will Get) > Billed(Qty of Product Whose Bill Will Be Created) > Rate > Choose Cgst & Sgst

• Narration > Buy One Get One Free > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | |
|---------------------|--------------------|------------|-------------|------------------------|----------------------|-----------------|------------------|--------|-----------|--------------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> :0 | Go To | <u>O</u> : Impo | rt <u>E</u> :Exp | ort M | M: Share | P: Print | F1: Help |
| Accounting Vo | ucher Alteration (| Secondary) | U | daan Institute of Info | rmation & Technology | | | | | × | F2: Date |
| Sales | No. 11 | | | | | | | | | 1-Apr-23 | F3: Company |
| Party A/a name | : Jay Conoral Sta | - | | | | | | | | Saturday | |
| Current balance | : 472.50 Dr | ne - | | | | | | | | | F4: Contra |
| Sales ledger | : Sales A/c | | | | | | | | | | F5: Payment |
| Name of Item | . 54,55,570.18 CI | | | | | | Qua | ntity | Rate per | Amount | F6: Receipt |
| | | | | | | | Actual | Billed | | | F7: Journal |
| Toothbrush | | | | | | | 30 PAC | 15 PAC | 30.00 PAC | 450.00 | E8: Salae |
| 100thDrabin | | | | | | | 001710 | 101140 | 50.00 140 | 450100 | F9: Purchase |
| Cast | | | | | | | | | | 11.25 | E10: Other Veuchere |
| Sgst | | | | | | | | | | 11.25 | Pite Other Vodchers |
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| Provide e-Invoice d | letails : N | lo | | | | | | | | | |
| Narration: | | | | | | | 30 PAC | 15 PAC | Activ | /ato \//jr 479-50 | |
| Buy One Get One | Free | | | | | | 301 A0 | 101740 | Go to | Settings to activ | ate Windows. |
| Q: Quit | A | | A: Accept | A | D:1 | Delete ^ X: | Cancel Vch | | | | F12: Configure |

BUY ONE GET ANOTHER PRODUCT FREE

"When One Product is Free With Another Product At That Time Buy One Get Another Product Free Is Used"

Purchase :

• Gateway of Tally > Alter > Voucher Type > Make Changes in Purchase > Allow Zero-Valued Transactions > Yes > Save(Ctrl+A)

• Gateway of tally > Vouchers > Purchase(F9) > Party A/c Name > Purchase Ledger

• Name Of Item > Main Product > Qty > Rate > Again Name Of Item > Then Add Free Product > Qty Will Be Same as Main Product > Rate And Amount Columns Will Be Blank

• Narration > Buy One Get One Another Product Free > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | - 0 × |
|---------------------|---------------------------------|------------------------------|------------------|----------------|------------------------|-----------|-------------|-----------|----------|----------|--------------------|
| EDU | K: Company | Y:Data Z: | : Exchange | | G:Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help |
| Voucher Type | e Alteration | | Udaa | in Institute o | of Information & Techr | ology | | | | | × F2: Period |
| Name : P | urchase | | | | | | | | | | F3: Company |
| (allas) . | | | | | | | | | | | |
| | | | | | | | | | | | F4 |
| | General | | | | Printing | | Name of C | lass | | | F5 |
| | Gonoral | | Print voucher af | fter saving | : No | | indino or o | add | | | F6 |
| Select type of vo | ucher | : Purchase | | | | | | | | | F7 |
| Abbreviation | ichor Tuno | : Purc | | | | | | | | | E8 |
| Method of Vouch | ier Numbering | Automatic | | | | | | | | | 50 |
| Numbering beh | haviour on insertion/deletion | : Retain Original Voucher No | | | | | | | | | F 3 |
| Set/Alter addit | ional numbering details | : No | | | | | | | | | F10: Other Masters |
| Show unused vch | h nos. in transactions for | · Vac | | | | | | | | | |
| Illes affective det | | . Tes | | | | | | | | | : More Details |
| Allow zero-valuer | transactions | . NO | | | | | | | | | |
| Make this vouche | r type as 'Optional' by default | t: No | | | | | | | | | |
| Allow narration in | 1 voucher | Yes | | | | | | | | | |
| Provide narration: | s for each ledger in voucher | : No | | | | | | | | | |
| Track Additional | Costs for Purchases | : No | | | | | | | | | |
| Enable default ac | counting allocations | : No | | | | | | | | | |
| WhatsApp vouch | ier after saving | : No | | | | | | | | | |
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| Q: Quit | ^ | <u>A</u> :A | ccept ^ | | | D: Delete | Λ. | | | | F12: Configure |

| TallyPrime | MANAGE | | | | | | | | | – ø × |
|--------------------|-----------------------|-----------|---------------|-----------------------------|---------------|-------------------|----------|---------------|-------------------|---------------------------------------|
| EDU | K: Company | Y:Data | Z: Exchange | G:Go To | <u>O</u> : lm | nport <u>E</u> :E | Export I | M: Share | P:Print | F1:Help |
| Accounting Vo | oucher Alteration (Se | econdary) | Udaan Institu | te of Information & Technol | ogy | | | | × | F2: Date |
| Purchase | No. 13 | | | | | | | | 1-Apr-23 | E3: Company |
| Supplier Invoice N | 0. : | Date : | | | | | | | Saturday | · · · · · · · · · · · · · · · · · · · |
| Party A/c name | Phone Wala | | | | | | | | | E4: Contra |
| Purchase ledger | Purchase | | | | | | | | | E5: Doumont |
| Current balance | : 81,64,545.77 Dr | | | | | | Quantity | Rate ner | Amount | FG. Dessiet |
| Nume of Rem | | | | | | | quantity | Nute per | Amount | F6: Receipt |
| vivo Y28 5G | | | | | | | 42 pcs | 12,500.00 pcs | 5,25,000.00 | F7: Journal |
| Mobile Cover | | | | | | | 42 pcs | | | F8: Sales |
| | | | | | | | | | 5,25,000.00 | F9: Purchase |
| Cgst | | | | | | | | | 47,250.00 | F10: Other Vouchers |
| Sgst | | | | | | | | | 47,250.00 | |
| | | | | | | | | | | E: Autofill |
| | | | | | | | | | | H: Change Mode |
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| Provide GST/e-Wa | ay Bill details : Ye | s | | | | | | | | |
| Narration: | | | | | | | 84 pcs | Acti | vate 6/19,500.00 | |
| Buy One Get Ano | ther Product Free | | | | | | | Go to | Settings to activ | |
| Q: Quit | ^ | | Accept A | | D: Delete | X: Cancel Vch | ^ | | | F12: Configure |

Sales :

- Gateway of Tally > Alter > Voucher Type > Make Changes in Sales > Allow Zero-Valued Transactions > Yes > Save(Ctrl+A)
- Gateway of tally > Vouchers > Sales(F8) > Party A/c Name > Sales Ledger

• Name Of Item > Main Product > Qty > Rate > Again Name Of Item > Then Add Free Product > Qty Will Be Same as Main Product > Rate And Amount Columns Will Be Blank

• Narration > Buy One Get One Another Product Free > Save(Ctrl+A)

| allyPrime MANAGE | | | | | | | | - 8 |
|--|------------------------|----------------------------|--------------------------------|------------|-----------|----------|----------|--------------------|
| DU <u>K</u> : Company | Y:Data | Z: Exchange | G:Go To | O: Import | E: Export | M: Share | P: Print | F1: Help |
| ucher Type Alteration | | Udaan Institu | te of Information & Technology | | | | | × F2: Period |
| ie : Sales s) : | | | | | | | | F3: Company |
| | | | | | | | | |
| General | | | Printing | Name of C | 200 | | | F4 |
| General | | Print voucher after saving | : No | Nume of ci | 1033 | | | F6 |
| ct type of voucher | Sales | | | | | | | 57 |
| reviation | : Sale | | | | | | | |
| vate this Voucher Type | : Yes | Use for POS invoicing | : No | | | | | F8 |
| nod of Voucher Numbering | : Automatic | Default title to print | | | | | | F9 |
| ampening behaviour on insertion/deletic at/Alter additional numbering datails | No | Default bank | Not Applicable | | | | | F10: Other Masters |
| w unused vch nos in transactions for | . 110 | Default jurisdiction | : | | | | | |
| in Original Voucher No. behaviour | : Yes | Set/alter declaration | : No | | | | | I: More Details |
| effective dates for vouchers | : No | | | | | | | - |
| w zero-valued transactions | Yes | | | | | | | |
| te this voucher type as 'Optional' by defa | ult: No | | | | | | | |
| w narration in voucher | : Yes | | | | | | | |
| vide narrations for each ledger in vouch | er:No | | | | | | | |
| able default accounting allocations | : No | | | | | | | |
| itsApp voucher after saving | : No | | | | | | | |
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| r Quit | | Accept ^ | <u>D</u> : D | elete ^ | | | | F12: Configure |

| TallyPrime | MANAGE | | | | | | | | | | – ø × | |
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| EDU | K: Company | Y: Data | Z: Exchange | <u>G</u> : (| Go To | <u>0</u> | :Import <u>E</u> :E | Export | M: Share | P:Print | F1:Help | Γ |
| Accounting Vo | oucher Alteration (Se | condary) | Ud | aan Institute of Info | ormation & Techno | logy | | | | × | F2: Date | < |
| Sales | No. 10 | | | | | | | | | 1-Apr-23 | F3: Company | < |
| Party A/c name | · Jagdish Mohiles | | | | | | | | | Saturday | | |
| Current balance | : 2,38,932.30 Dr | | | | | | | | | | F4: Contra | ¢ |
| Sales ledger | : Sales A/c 54.32.920.18 Cr | | | | | | | | | | F5: Payment | ¢ |
| Name of Item | . 54,52,520,70 01 | | | | | | | Quantity | Rate pe | er Amount | F6: Receipt | ¢ |
| | | | | | | | | | | | F7: Journal | ¢ |
| vivo Y28 5G | | | | | | | | 15 pcs | 13,499.00 pc | cs 2,02,485.00 | F8: Sales | ¢ |
| Mobile Cover | | | | | | | | 15 pcs | | 2.02.405.00 | F9: Purchase | ¢ |
| Cast | | | | | | | | | | 2,02,403.00 | F10: Other Vouchers | ¢ |
| Sgst | | | | | | | | | | 18,223.65 | | |
| | | | | | | | | | | | E: Autofill | |
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| Dravida CST/a Way | · Pill/a Invoice dataile: No | | | | | | | | | | | |
| Travide GOT/e-VVa | g Dime-involce details. NO | | | | | | | | | | | |
| Narration: | ther Product Free | | | | | | | 30 pcs | | 2,38,932.30 | | |
| ady one det And | and introduct ince | | | | | | | | | | | |
| Q: Quit | ^ | | Accept | | | D: Delete | X:Cancel Vch | ~ | | | F12: Configure | |

INTEREST CALCULATION

- Gateway Of Tally > Press F11 (Features) > Enable Interest Calculation : Yes > Save(Ctrl+A)
- Gateway Of Tally > Alter > Voucher Type > Make Changes In Credit Note & Debit Note > Name of Class : S.I. > Use Class For Interest Accounting : Yes > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | |
|-------------|------------|---------------|---|---|-------------------------|----------|----------|---------------------|----------------|
| EDU | K: Company | Y:Data | <u>Z</u> : Exchange | G:Go To | O: Import | E:Export | M: Share | P: Print | F1: Help |
| Voucher Typ | e Class | | Udaan Inst | titute of Information & Tech | nology | | | | × |
| | | | | Class: S.I. | | | | | |
| | | U | Jse Class for Interest Accounting | : Yes | | | | | |
| | | A | mounts to be treated as Compound Interes | t : No | | | | | |
| | | 11 | you wish to restrict the groups to which this | s class can be used, specify the | m here. | _ | | | |
| | | | Schule these of tups | include these ore | 4693 | | | | |
| | | | | | | | | | |
| | | : Debit | | | | | | | |
| | | : D/Not | | | | | | | |
| | | : Yes | | | | | | | |
| | | : Autor | | | | | | | |
| | | tion : Retair | | | | | | | |
| | | : No | | | | | | | |
| | | · Voo | | | | | | | |
| | | . Tes | | | | | | | |
| | | : No | Default Accounting Allocations for all items | in Invoice (excent for the items s | necified below) | | | | |
| | | : No L | edger Name Set/Alter | Percentage % Rounding | Rounding Override using | | | | |
| | | fault: No | Tax Class ? | Method | Limit Item Default ? | | | | |
| | | : Yes | | | | | | | |
| | | ner : No | | | | | | | |
| | | · No | | | | | | | |
| | | : No | | | | | | | |
| | | : No | | | | | | | |
| | | | edger Name Type of Calculation | Uther charges) to be added in in Value Rounding Method | Rounding Remove | | | | |
| | | | eager name Type of Saleananon | Basis | Limit if Zero ? | | | | |
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| | | | | | | | | | ivate Windows. |
| | | | | | | | | and a second second | |
| Q: Quit | ^ | | Accept ^ | | | | | | F12: Configure |

• Gateway Of Tally > Vouchers > Purchase(F9) > Party A/c Name : Laxmi General Store > Under : Sundry Creditors > Activate Interest Calculation > Calculate Interest Transaction-by-Transaction : Yes > Enter > Rate : 3%(Can Take According To You) > Per : Calendar Month > On : Credit Balance Only > Save Ledger(Ctrl+A)

• Normally Purchase Any Product > Save Entry(Ctrl+A)



• Vouchers > Sales(F8) > Party A/c Name :Muhel > Under : Sundry Debtors > Activate Interest Calculation > Calculate Interest Transaction-by-Transaction : Yes > Enter > Rate : 5% (Can Take According To You) > Per : Calendar Month > On : Debit Balance Only > Save Ledger(Ctrl+A)

• Normally Sales Any Product > Save Entry(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | |
|---------------|------------|--------|--|---|---|-----------|----------|-------------------------------------|-------|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | O: Import E | Export M | Share P: | Print F1:Help | |
| nterest Paran | neters | | Udaan Institute of | Information & Technology | | | | × | |
| | | | | | | | | 1-Jun-23 Thursday | |
| | | | | | | | | Amount | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | Banking Details | st Parameters | _ | | | | |
| | | | Calculate Interest Transaction-by- Override Parameters for each Tran Include transaction date for interest | Transaction : Yes Isaction : No st calculation: | | | | | |
| | | | For amounts added For amounts deducted | : No : No | Interest Balances | | | | |
| | | | Rate : 5 % per Calendar Mo | nth on Debit Balances Only | All Balances Credit Balances Or Debit Balances On | nly ly | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | e Windows tings to activate Wind | |
| Quit | A | | A: Accept | | | | | F12: Cont | igure |

• To Check Interest Amount On Ledger Go To Gateway of Tally > Display More Reports > Statement Of Accounts > Interest Calculations > Ledger > Choose Ledger > Change Period(Alt+F2) > Then Check

| TallvPrime | MANAGE | | | | | | | | | | – o × |
|---------------|--------------------|----------------|---------------------|---------------|------------------------|-----------|-----------|------------------|--------------------|-------------------|----------------------|
| EDU | K:Company | <u>Y</u> :Data | <u>Z</u> : Exchange | | <u>G</u> :Go To | | O: Import | E:Export | M: Share | P:Print | F1: Help |
| Ledger Intere | est Calculation | | | Udaan Institu | ite of Information & T | echnology | | | | × | F2: Period |
| .edger : Laxm | i General Store | | | | | | | | 1-Ap | r-23 to 1-Aug-23 | F3: Company |
| Date Re | f. No. | | | | | | | Opening | Pending | Interest | F4: Ledger |
| | | | | | | | | Autour | | • | |
| -Jun-23 21 | . 0 km 00 d Aug 00 | 0.64 dava 0.00 | 4 204 96 0- | | | | | 20,081.00 C | 20,081.00 C | r 1,204.86 Cr | F5 |
| 20,061.00 Cr | 2-Jun-23 1-Aug-23 | 01 days 3 % | 1,204.80 Cr | | | | | | | | F6 |
| | | | | | | | | | | | F7 |
| | | | | | | | | | | | F8 |
| | | | | | | | | | | | F9 |
| | | | | | | | | | | | - 10 |
| | | | | | | | | | | | B: Basis of Values |
| | | | | | | | | | | | H: Change View |
| | | | | | | | | | | | J: Exception Report: |
| | | | | | | | | | | | L: Save View |
| | | | | | | | | | | | - |
| | | | | | | | | | | | E: Apply Filter |
| | | | | | | | | | | | E: Filter Details |
| | | | | | | | | | | | |
| | | | | | | | | | | | S: Contact |
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| | | | | | | | | 20.081.00.0 | Go to | Settings to activ | |
| Quit | A | Space: Select | | | | | | R: Remo | ve Line 🔥 U: | Restore Line | F12: Configure |
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| fallyPrime | MANAGE | | | | | | | | | | - 0 |
| EDU | K: Company | Y:Data | Z: Exchange | | G: Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help |
| edger Intere | est Calculation | | | Udaan Institu | Ite of Information & T | echnology | | | 1.4- | X | F2: Period |
| euger : Ment | an Grocery store | | | | | | | | 1.41 | JI-23 to 1-541-25 | F3: Company |
| Date Re | f. No. | | | | | | | Opening Amoun | Pending t Amoun | Interest | F4: Ledger |
| | | | | | | | | | | | |
| Jun-23 17 | 0 hrs 00 4 hrl 00 | 20 dava 5.0/ | 007 50 D- | | | | | 19,950.00 D | r 19,950.00 D | r 997.50 Dr | F5 |
| 19,950.00 Di | 2-Jun-23 1-Jul-23 | 3 30 days 5 % | 997.50 Dr | | | | | | | | F6 |
| | | | | | | | | | | | F7 |
| | | | | | | | | | | | F8 |
| | | | | | | | | | | | F9 |
| | | | | | | | | | | | F10 |
| | | | | | | | | | | | B: Basis of Values |
| | | | | | | | | | | | H: Change View |
| | | | | | | | | | | | L'Exception Reports |
| | | | | | | | | | | | L:Save View |
| | | | | | | | | | | | Erodic vice |
| | | | | | | | | | | | E: Apply Filter |
| | | | | | | | | | | | F: Filter Details |
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| | | | | | | | | 19,950.00 D | r 19,950.00 D | r 997.50 Dr | |
| Q: Quit | ~ | Space: Select | ^ | | | | | R: Remo | ve Line 🔥 U: | Restore Line | F12: Configure |

You Have to Include A interest Amount In Product Amount to be used credit/debit note •

Gateway of tally > Voucher > Press(F10) > Choose Debit Note With S.I. > Change Date(F2) After a Month > Dr > Sales Party Name > Amount Will Come Automatically > Cr > Create Ledger > Interest Income > Under : Indirect Income > Save Ledger(Ctrl+A)
 Amount Will Come Automatically > Then Enter Save Entry(Ctrl+A)

| TallvPrime | MANAGE | | | | | | | | | | – ø × |
|-------------------|-----------------|-----------|-------------|-----------------------|-------------------|-------------|----------|-----------|----------|----------------------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | <u><u>G</u>:0</u> | Go To | <u>O</u> :I | mport | E: Export | M: Share | P: Print | F1:Help |
| Accounting Ve | oucher Creation | | Uda | aan Institute of Info | ormation & Techno | logy | | | | × | F2: Date < |
| Debit Note | No. 2 | | | Manahara alara | . 61 | | | | | 1-Jul-23 | F3: Company |
| | | | | voucher class | 5.1. | | | | | Saturday | |
| Particulars | 3 | | | | | | | | D | ebit Credit | F4: Contra |
| Dr Mehul Groce | ery Store | | | | | | | | 99 | 7.50 | F5: Payment < |
| Cur Bal: | 20,947.50 Dr | 997 50 Dr | | | | | | | | | F6:Receipt < |
| Cr Interest Inco | ome | 331.30 Di | | | | | | | | 997.50 | F7: Journal |
| Cur Bal: | 997.50 Cr | | | | | | | | | | F8: Sales |
| | | | | | | | | | | | F9: Purchase |
| | | | | | | | | | | | F10: Other Vouchers |
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| | | | | | | | | | | | E: Autofill |
| | | | | | | | | | | | H: Change Mode |
| | | | | | | | | | | | I: More Details |
| | | | | | | | | | | | Q: Related Reports |
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| Provide e-Invoice | details N | 0 | | | | | | | | | |
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| Narration: | | | | | 1 | | | | 99 | 7.50 997.50 | |
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| Q: Quit | ^ | | Accept A | | | D: Delete | X:Cancel | Vch \land | | | F12: Configure |

- Gateway of tally > Voucher > Press(F10) > Choose Credit Note With S.I. > Cr > Purchase Party Name > Amount Will Come Automatically > Dr > Create Ledger > Interest Expense > Under : Indirect Expense > Save Ledger(Ctrl+A)
- Amount Will Come Automatically > Then Enter Save Entry(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | - 0 | |
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| EDU | K: Company | Y:Data | Z: Exchange | | G:Go To | | O: Import | E: Export | M: Share | P: Print | F1:Help | |
| Accounting Vo | oucher Creation | n | Ud | aan Institute of | f Information & | Technology | | | | × | F2: Date | ¢ |
| Credit Note | No. 2 | | | Maria I. | . 61 | | | | | 1-Jul-23 | F3: Company | • |
| | | | | voucner class | 5.1. | | | | | Saturday | | |
| Particulars | | | | | | | | | De | bit Credit | F4: Contra | < |
| Cr Laxmi Gene | ral Store | | | | | | | | | 602.43 | F5: Payment | < |
| Cur Bal: 1 | 20,683.43 Cr | 602.43 Cr | | | | | | | | | F6: Receipt | • |
| Dr Interest Exp | ence | 002.45 Ci | | | | | | | 602. | 43 | F7: Journal | • |
| Cur Bal: | 602.43 Dr | | | | | | | | | | F8: Sales | |
| | | | | | | | | | | | F9: Purchase | • |
| | | | | | | | | | | | F10: Other Voucher | s |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | H: Change Mode | |
| | | | | | | | | | | | : More Details | |
| | | | | | | | | | | | O: Related Reports | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | L: Optional | |
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| Provide GST deta | iils | : No | | | | | | | | | | |
| Narration: | | | | | | | | | 602 | 43 602.43 | | |
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| | _ | | | - | | | | | 00 | to optimgs to activ | ace mindons. | |
| Q: Quit | ^ | | Accept | × | | D: Delete | ^ X:Cance | Vch ^ | | | F12: Configure | |

Gateway of Tally > Normally Receipt And Payment entry Included Interest Amount

| TallvPrime | MANAGE | | | | | | | | | | – ø × | |
|---|--|---|---------------------|-----------------------|--|-----------|-------------------|-------------------|------------------|---|---|---|
| EDU | K: Company | Y:Data | Z: Exchange | | Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help | |
| Accounting Vo | oucher Creation | | | Udaan Institute of Ir | nformation & Techno | logy | | | | × | F2: Date | ¢ |
| Receipt | No. 8 | | | | | | | | | 1-Jul-23 | F3: Company | ¢ |
| | | | | | | | | | | Saturday | | |
| Account Current balance | : Bank of India : 13.31.837.50 Dr | | | | | | | | | | F4: Contra | ¢ |
| Particulars | 1 | | | | | | | | | Amount | F5: Payment | ¢ |
| Mehul Grocery | Store | | | | | | | | | 20,947.50 | F6: Receipt | ¢ |
| Cur Bal: (Agst Ref 17 | 0.00 Cr | 19,950.00 Cr | | | | | | | | | F7: Journal | ¢ |
| Agst Ref 2 | | 997.50 Cr | | | | | | | | | F8: Sales | ¢ |
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| Q: Quit | ^ | | A: Accept | A | | D: Delete | X:Cancel V | ch ^ | | | F12: Configure | |
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| TallyPrime | MANAGE | | | | | | | | | | – 🗗 × | < |
| TallyPrime EDU | MANAGE <u>K</u> : Company | Y:Data | <u>Z</u> : Exchange | | :Go To | logy | O: Import | E:Export | M: Share | P: Print | – Ø × F1:Help | < |
| TallyPrime EDU Accounting Vo Payment | MANAGE <u>K</u> : Company Ducher Creation No. 8 | <u>Y</u> :Data | <u>Z</u> : Exchange | Udaan Institute of Ir | e: Go To Information & Techno | logy | O: Import | E: Export | <u>M</u> : Share | <u>P</u> :Print X 1_Jul-23 | - D × F1:Help | < |
| TallyPrime EDU Accounting Vo Payment | MANAGE <u>K</u> : Company Ducher Creation No. 8 | <u>Y</u> :Data | <u>Z</u> : Exchange | Udaan Institute of Ir | : Go To formation & Techno | logy | O: Import | E:Export | <u>M</u> :Share | P:Print X 1-Jul-23 Saturday | | < < < |
| TallyPrime EDU Accounting Vo Payment | MANAGE K: Company oucher Creation No. 8 : Bank of India | Y:Data | <u>Z</u> : Exchange | Udaan Institute of Ir | <u>5</u> :Go To Iformation & Techno | logy | O: Import | <u>E</u> : Export | <u>M</u> : Share | P:Print X 1-Jul-23 Saturday | - 🕫 × F1:Help F2:Date F3:Company | < < < |
| TallyPrime EDU Accounting Vo Payment Account Current balance Particulars | MANAGE K: Company Outcher Creation No. 8 : Bank of India : 13,11,154.07 Dr | <u>Y</u> :Data | <u>Z</u> :Exchange | Udaan Institute of Ir | 2:Go To formation & Techno | logy | O: Import | <u>E</u> : Export | <u>M</u> :Share | P:Print X 1-Jul-23 Saturday | - 0 × F1:Help F2:Date F3:Company F4:Contra F5:Payment | < |
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| Accounting Vo Payment Account Current balance Particulars Laxmi General Cur Bal: (| MANAGE K: Company Outcher Creation No. 8 : Bank of India : 13,11,154.07 Dr Store 0.00 Dr | <u>¥</u> :Data | <u>Z</u> :Exchange | Udaan Institute of Ir | g:GoTo Iformation & Techno | logy | O:Import | <u>E</u> :Export | M:Share | P:Print X 1.Jul-23 Saturday Amount 20,683.43 | - • · · × F1:Help F2:Date F3:Company F4:Contra F5:Payment F6:Receipt F7:Journal | |
| TallyPrime EDU Accounting Vo Payment Account Current balance Particulars Laxmi General Cur Bal: (Agst Ref 21 Asst Ref 21 | MANAGE <u>K</u> : Company DUCHER Creation No. 8 : Bank of India : 13,11,154.07 Dr Store 0.00 Dr | Y:Data 20,081.00 Dr 602.43 Dr | <u>Z</u> : Exchange | Udaan Institute of Ir | j:GoTo Iformation & Techno | logy | <u>Q</u> :Import | <u>E</u> :Export | <u>M</u> : Share | P:Print X 1_JuL23 Saturday Amount 20,683.43 | F1:Help F2:Date F3:Company F4:Contra F5:Payment F6:Receipt F7:Journal F8:Sales | < |
| TallyPrime EDU Accounting Vo Payment Account Current balance Particulars Laxmi General Curr Bal: Agst Ref 21 Agst Ref 21 | MANAGE <u>K</u> :Company Outher Creation No. 8 : Bank of India : 13,11,154.07 Dr Store 0.00 Dr | <u>Y</u> :Data 20,081.00 Dr 602.43 Dr | Z:Exchange | Udaan Institute of Ir | e:Go To | logy | O:Import | E:Export | <u>M</u> : Share | P:Print X 1-JuL-23 Saturday Amount 20,683.43 | F1:Help F2:Date F3:Company F4:Contra F5:Payment F6:Receipt F7:Journal F8:Sales F9:Purchase | |
| TallyPrime EDU Accounting Vo Payment Account Current balance Particulars Laxmi General Cur Bal: Agst Ref 21 Agst Ref 2 | MANAGE <u>K</u> : Company Outher Creation No. 8 : Bank of India : 13,11,154.07 Dr Store 0.00 Dr | <u>Y</u> :Data 20,081.00 Dr 602.43 Dr | Z:Exchange | Udaan Institute of Ir | e:Go To | logy | O:Import | E:Export | <u>M</u> :Share | P:Print X 1_JuL23 Saturday Amount 20,683.43 | F1:Help F2:Date F3:Company F4:Contra F5:Payment F6:Receipt F7:Journal F8:Sales F9:Purchase F10:Other Vouchers | < <tr> <</tr> |
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| TallyPrime EDU Accounting Vo Payment Account Current balance Particulars Laxmi General Car Bal Agst Ref 21 Agst Ref 2 | MANAGE <u>K</u> -Company DUCHER Creation No. 8 : Bank of India : 13,11,154.07 Dr Store 0.00 Dr | <u>Y</u> :Data 20,081.00 Dr 602.43 Dr | <u>Z</u> ;Exchange | Udaan Institute of Ir | g: Go To | logy | O: Import | E: Export | <u>M</u> :Share | P: Print × 1-Jul-23 Saturday Amount 20,683.43 | - C × F1:Help F2:Date F3:Company F4:Contra F5:Payment F6:Receipt F7:Journal F8:Sales F9:Purchase F10:Other Vouchers F10:Other Vouchers | < <tr> <</tr> |
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| TallyPrime EDU Accounting Vo Payment Account Current balance Particulars Laxmi General Car Bal Agst Ref 21 Agst Ref 2 | MANAGE <u>K</u> -Company DUCHER Creation No. 8 : Bank of India : 13,11,154.07 Dr Store 0.00 Dr | Y:Data | <u>Z</u> ;Exchange | Udaan Institute of Ir | g: Go To | logy | O: Import | E: Export | <u>M</u> :Share | P: Print × 1-Jul-23 Saturday Amount 20,683.43 | A with the second sec | |
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PRICE LEVEL

"When we have to set the price and discount of a product in advance, at that time price level is used"

- Gateway of tally > Press F11 (Features) > Enable Multiple Price Levels : YES > Ctrl+A
- Gateway of tally > Create > Price Level > Create Two Types of Levels : Wholesales & Retails Sales

• Price List(Stock Group) > Stock Group Name : All Items > Price Level > Whole / Retail > Then Set Product Rate According To You > Ctrl+A

• Gateway of Tally > Voucher > Press(F8) Sales > Party Name > Select Price Level > Wholesales/Retail Sales > Then Normally Sales The Product > Save Entry(Ctrl+A)

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| Price | e List | | | | Udaan In | stitute of Information & Technolo | gy | | | | × | F2: Period | ¢ |
| Unde | r Group | : ♦ All Ite | ms | | | | | | | | | F3: Company | ¢ |
| Price | Level : Re | etail Sales | Applicable From: | 1-Apr-23 | | | | | | | | | |
| S.No. | | Particulars | Quantiti From: Le | es Rate ess than | Disc. % (if any) | | | | Historica Rate | al Details Disc. % | Cost Price | F4: New Parent | |
| 1. | Chairs | | | | | | | | | | | F5 | |
| | | | | 2 pcs 800.00/pc | s 0.50 % | | | | | | 680.00/pcs | F6 | |
| | | | 2 pcs 5 pcs | 5 pcs 800.00/pc 7 pcs 800.00/pc | s 0.70% s 1% | | | | | | | F7 | |
| | | | 7 pcs | 9 pcs 800.00/pc | s 1.20 % | | | | | | | F8 | |
| 2. | dinner se | ət | 9 pcs | | | | | | | | | F9 | |
| | | | | 2 set 750.00/se | t 0.50 % | | | | | | 530.00/set | F10: Other Masters | |
| | | | 2 set 5 set | 5 set 750.00/se 7 set 750.00/se | st 0.70% st 1% | | | | | | | | |
| | | | 7 set | 9 set 750.00/se | t 1.20 % | | | | | | | R:Revise Price | |
| | | | | | | | | | | Activat Go to Set | Accept ? e Window | rs ate Windows. | |
| Q :Q | uit | A | | A: Acce | pt ^ | | D: Delete | | | | IES UI NO | F12: Configure | |

| TallyPrime | MANAGE | | | | | | | | | | - 0 | |
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| Accounting Ve | oucher Creation | | Ud | aan Institute of Info | ormation & Technolo | рду | | | | × | F2: Date | < |
| Sales | No. 15 | | | | | | | | | 1-Apr-23 | F3: Company | < |
| Det. Manuel | C. L. J. D. J. | | | | | | | Sec. 1 | | Saturday | | |
| Current balance | Sunani Kestauran | t | | | | | F | rice Level | : whole Sales | | F4: Contra | ¢ |
| Sales ledger | : Sales A/c | | | | | | | | | | E5: Payment | |
| Name of Item | : 64,75,359.18 Cr | | | | | | | Quantity | Rate per Disc % | Amount | E6: Receint | 1 |
| | | | | | | | | | | | F7: Journal | |
| Chairs | | | | | | | | 160 pcs | 800.00 pcs 2.50 % | 1,24,800.00 | FR: Salas | |
| | | | | | | | | | | | Fo: Sales | • |
| Cgst | | | | | | | | | | 7,488.00 | F5: Furchase | • |
| Syst | | | | | | | | | | 1,400.00 | F10: Other Vouchers | 5 < |
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| Provide GST/e-Wa | y Bill/e-Invoice details: Yes | | | | | | | | | | | |
| Narration | | | | | | | | 160 pcs | Activ | ate 1/30 776-00 | | |
| Hundion. | | | | |] | | | 100 pcs | Go to | Settings to activ | | |
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| Q: Quit | Λ | | Accept ^ | | | D: Delete | ^ X:Cancel Vo | :h ^ | | | F12: Configure | < |

GROUP COMPANY

"To group/join 2 or more member company With Main Company We use Group Company"

• Gateway of tally > Press(F3) Create Company Press(Alt+R) Group Company Type Main Company Name And Add > Member : Select Member Companies(We Can Only See The Entries/Data Of First Member Company) > Save Company(Ctl+A).

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| Group Compa | any Creation | | | | | | | | × F2: Period < |
| Company Data I | Path : C:\ | Users\Public\TallyPrime\ | data | lange Company | | | | | F3: Company |
| Company Name | : Ud | aan Foundation (NGO) | | ···· | | | | | |
| Mailing Name | : Ud | aan Foundation (NGO) | | TRV . | | | | | F4 < |
| Address | : 40 Na | I, 402, Bhagirath Icon, Naro rol, Ahmedabad -382405 (G | əl-Aslali Highway, Sujarat) | | | | | | F5 < |
| | | | | ea | | | | | F6 < |
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| | | | | -23 | | | | | F8 (|
| State | : Gu | jarat | | | | | | | F9 (|
| Country | : Inc | lia | | | | | | | FIU |
| Pincode Telephone | | | | | | | | | R:Regular |
| Mobile | : + | 91 - 9909081555 | | | | | | | |
| Fax E-mail | : uii | tahmedabad@gmail.com | n | | | | | | |
| Website | : wv | /w.uiit.net | | | | | | | |
| Members compa | anies : Ac | curate Security Force | | | | | | | |
| | Ud | aan Institute of Informati | on & Technology | | | | | | |
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| Q: Quit | ^ | | Accept ^ | | | | | | F12: Configure |

• If We Have To Check Entries/Data Of Second Company We have to Replace First Company With Second Company > Save(Ctrl+A) Then Shut Main Company Without Opening Then Select It Again

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| Group Compa | ny Alteration | | | Udaan Foundation (NGO) | | | | | F2: Period < |
| Company Name | : Udaan | Foundation (NGO) | | | | | | | F3: Company < |
| Mailing Name | : Udaan | Foundation (NGO) | | | | | | | |
| Address | : 401, 40 Narol, / |)2, Bhagirath Icon, Nar Ahmedabad -382405 (0 | rol-Aslali Highway, Gujarat) | | | | | | F4 < |
| | | | | | | | | | F5 < |
| | | | | | | | | | F6 < |
| | | | | | | | | | F7 < |
| State | : Gujara | it | | | | | | | F8 < |
| Country | : India | | | | | | | | F9 |
| Pincode | | | | | | | | | F10 < |
| Mobile | +91 | 9909081555 | | | | | | | |
| Fax E-mail | uiitabr | medabad@gmail.cor | n | | | | | | |
| Website | : www.u | uiit.net | | | | | | | |
| Members compa | nies : Udaan | Institute of Informat | ion & Technology | | | | | | |
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EXPORT IN EXCEL ETC.

"Export in excel is used when we have to transfer tally data to excel, PDF or JPG".

• Gateway Of Tally > Go To Entries/Data You Want To Export (For Example Daybook/Balance Sheet)

• Press(Alt+E) Current >Choose > Configure > Fill Export Details > File Format > Choose Application Software You Have to export Your Data in > Folder Path : Choose Folder Where You Want To Export Your Data > File Name : Write Name According To You (Don't Change Extension)

• Then Ctrl+A > Export > Then Check Your Data in Your Folder
| TallyPrime MANAGE | | | | | | | | - 0 |
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| EDU <u>K</u> : Company | Y:Data | Z: Exchange | <u>G</u> : Go To | O: Import | E: Export | M: Share | P: Print | F1:Help |
| Day Book | | | Udaan Institute of Information & Technology | | | | × | |
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| 1-Apr-23 Bank of India 1-Apr-23 Bank of India 1-Apr-23 Snak of India 1-Apr-23 Snema Furniture 1-Apr-23 Nisha Clothing 1-Apr-23 Nisha Clothing 1-Apr-23 Risha Clothing 1-Apr-23 Risha Clothing 1-Apr-23 Risha Clothing 1-Apr-23 Risha Clothing 1-Apr-24 Risha Clothing 1-Apr-25 Reabird Logistics 1-Apr-27 Reabird Logistics 1-Apr-27 Reabird Logistics 1-Apr-28 Reabird Logistics 1-Apr-29 Reabird Logistics 1-Apr-29 Reabird Logistics 1-Apr-29 Reabird Logistics 1-Apr-29 Reabird Logistics 1-Apr-20 Reabird Logistics 1-Apr-23 | | File Format | Export Settings : Excel (Spreadsheet) | Contra Contra Contra Payment Payment Payment Doument ASCII (Comma Delimi Excel (Spreadfacett) HTML (Web-Publishin JPEG (Image) PDF (Kead-only docu XML (Data Interchang XML (Data Interchang XML (Data Interchang Sales | ted) 2 5 6 7 7 7 8 9 1 1 2 3 4 5 6 6 7 7 8 9 1 1 2 3 4 4 6 6 7 7 1 2 3 4 4 6 6 7 7 1 2 3 4 4 6 6 6 7 7 7 1 2 3 4 4 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 | 2,01,600.00 22,800.00 22,800.00 55,716.00 12,000.00 55,716.00 12,000.00 4,50,000.00 4,50,000.00 4,24,000.00 4,44,500.00 10,502.00 14,45,500 10,855.50 8,880,00 4,250,00 11,11,1842,00 33,90(8,337,00 2,389,388,44 98,000.00 11,777,000.00 11,33,776.00 | 5,00,000.00 1,50,000.00 2,00,000.00 4,00,000.00 1,4,160.00 2,60,190.00 6,74,654.00 4,251.52 3,80,80.00 4,80,80.00 3,80,80,80.00 3,80,80.00 3,80,80,80.00000000000000000000000000 | 75 ate Windows. |

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| | . V Form | at Painter | East | | Aliana | ent werge t | z center · · · | Number | For | matting * | Table - Sty | yles * * | * Calls | - 🦉 🤇 | Clear * | Filter * Sel | ect * | | |
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| CE | | T E X V | f_{π} | | | | | | | | | | | | | | | | ~ |
| | Α | В | | D | E | F | G | н | 1 | J | к | L | м | N | 0 | Р | Q | R | S 🔺 |
| 1 | Udaan In | stitute of Info | rmation & Tech | nology | | | | | | | | | | | | | | | |
| 2 | 401 Bhagirat | th Icon, Near Narol | Aslali Highway | | | | | | | | | | | | | | | | |
| 3 | Narol 38240 | 5 Ahmedabad | | | | | | | | | | | | | | | | | |
| 4 | Day Bool | k | | | | | | | | | | | | | | | | | |
| 5 | For 1-Apr-23 | | | | | | | | | | | | | | | | | | |
| 6 | Date | Particulars | | | Vch Type | Vch No. | Debit Amount | Credit Amount | | | | | | | | | | | |
| 7 | | | | | | | Inwards Qty | Outwards Qty | | | | | | | | | | | |
| 8 | 01-Apr-23 B | ank of India | | | Contra | 1 | | 500000.00 | | | | | | | | | | | |
| 9 | C | ash | | | | | 500000.00 Dr | | | | | | | | | | | | |
| 10 | 01-Apr-23 C | ash | | | Contra | 2 | | 150000.00 | | | | | | | | | | | |
| 11 | В | ank of India | | | | | 150000.00 Dr | | | | | | | | | | | | |
| 12 | 01-Apr-23 B | ank of India | | | Contra | 3 | | 200000.00 | | | | | | | | | | | |
| 13 | S | tate Bank of India | | | | | 200000.00 Dr | | | | | | | | | | | | |
| 14 | 01-Apr-23 S | eema Furniture | | | Payment | 1 | 201600.00 | | | | | | | | | | | | |
| 15 | C | ash | | | | | | 201600.00 Cr | | | | | | | | | | | |
| 16 | 01-Apr-23 N | lisha Clothing | | | Payment | 2 | 42000.00 | | | | | | | | | | | | |
| 17 | В | ank of India | | | | | | 42000.00 Cr | | | | | | | | | | | |
| 18 | 01-Apr-23 B | havin - Agent | | | Payment | 3 | 22800.00 | | | | | | | | | | | | |
| 19 | c | ash | | | | | | 22800.00 Cr | | | | | | | | | | | _ |
| 20 | 01-Apr-23 T | ds on Commission | n | | Payment | 5 | 1200.00 | | | | | | | | | | | | |
| 21 | 04.1.00.11 | asn | | | | | 50740.00 | 1200.00 Cr | | | | | | | | | | | |
| 22 | 01-Apr-23 H | azira LLP | | | Payment | 6 | 56/16.00 | 50740.00.0- | | | | | | | | | | | _ |
| 23 | 04.455.00 N | asn | | | | | 10000.00 | 56716.00 CF | | | | | | | | | | | |
| 24 | 01-Apr-23 N | latasna Traders | | | Payment | (| 12000.00 | 40000.00.0- | | | | | | | | | | | |
| 25 | B | ank of India | | | | | | 12000.00 Cr | | | | | | | | | | | |
| 26 | 01-Apr-23 K | risnna Gupta (Ow | /ner) | | Receipt | 1 | | 400000.00 | | | | | | | | | | | |
| 27 | 04 477 02 1 | asn Isri Enterneine | | | Dessint | | 400000.00 Dr | 44460.00 | | | | | | | | | | | |
| 28 | 01-Apr-23 H | ari Enterprise | | | Receipt | 2 | 44460.00.0 | 14160.00 | | | | | | | | | | | |
| 29 | 01.404.00 0 | asii | | | Dessint | - | 14160.00 Dr | 260400.00 | | | | | | | | | | | |
| 30 | 01-Apr-23 R | ukmani iradérs | | | Receipt | 3 | | 200190.00 | | | | | | | | | | | |
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| RE/ | DY 🔠 | | | | | | | | | | | | | | Ħ | | ባ | | + 100% |

COMPANY TO COMPANY TRANSFER

"When we have to transfer data of one Company to Another Company at that time Company to Company Transfer is used "

• Gateway Of Tally > Go To First Company

• Press(Alt+E)Export > Masters > Configure > Type of Master > All Masters > Folder Path : select Path Where You Want To Save Masters > File Name : Name According To You(Don't Change Extension) > Save(Ctrl+A) > Export



• Create/Select Second Company Where You Want To Transfer your Data > Press(Alt+O)Import > Masters > File to import > Select Your File From Your Folder > Behaviour of import if master already exists > Choose Your Behavior > Modify With New Data > Enter > Then Check Your Stock Summary

• Combine Opening Balances(When we have to combine the opening balance of 2 companies)

- Ignore Duplicates(when we have to Ignore Duplicate Entry)
- Modify With New Data(when we have to Keep only new Data)

| TallyPrime | MANAGE | | | | | | | | – 0 × |
|-------------|---|---------|---|-----------------------|---------------|--|----------|----------|----------------------------------|
| EDU | K: Company | Y: Data | Z: Exchange | G:Go To | O: Import | E: Export | M: Share | P: Print | F1:Help |
| Import Data | Mar-24 AAYY surity Force e of Information & Tech | nology | Acc Standay, 1.Ap Defect Left No Vouchers En No Vouchers En Sakurdon (No Vouchers En No Vouchers En No Vouchers En No Vouchers En Sakurdon (No Vouchers En No Vouchers En No Vouchers En No Vouchers En Sakurdon (No Vouchers En No Vouchers En No Vouchers En Sakurdon (No Vouchers En No Vouchers En No Vouchers En Sakurdon (No Vouchers En Sakurd | Murate Security Force | export-import | of Taily unts t A/C A/C a Vore Reports | | | L:Sample Excel File 4 |
| | | | | | | | | | DV YS cti-ate Windows. |
| Q: Quit | ^ | | A: Accept | | | | | | |

• Gateway Of Tally > Go To First Company

• Press(Alt+E)Export > Transactions > Configure > enter > Folder Path : select Path Where You Want To Save Transactions > File Name : Name According To You(Don't Change Extension) > Save(Ctrl+A) > Export

| EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help Transactions Connect of colspan="4">Connect of Information & Technology I data Institute of Information I data Institute of Information I data Institute of Information Connect connect I data Institute of Information & Technology I data Institute of Information & Technology Udaan Institute of Information & Technology Connect connect Options Transaction Options Top of Vouchere entries All Voucheres Connect connect Connect connect Technology Advectores Voucheres Connect connect Technology Connect connect connect Options Connect co | |
|--|--|
| Transactions Udaan Institute of Information & Technology × Export Configuration Export Configuration Folder Path Export Configuration 1.4pr.23 to 31.4br.24 List of Configurations Udaan Institute of Information & Technology Show More Transaction Options Transaction Options Udaan Institute of Information & Technology All Vouchers Exclude order vouchers No Include dependent masters No Include security Force Export Settings Tile Format XML (Data Interchange) Digital Signature No Ack before signing No | |
| Export Configuration Folder Path 1 Apr: 23 to 31 Apr: 24 List of Configurations Transaction Options Type of Voucher entries All Vouchers Exclude order vouchers No Include dependent masters No Include of entries 1.4 Apr: 23 to 30.4 Apr: 23 Exclude order vouchers No Include dependent masters No Include dependent masters No Period 1.4 Apr: 23 to 30.4 Apr: 23 Export Settings File Format File Format XIML (Data Interchange) Digital Signature • Not Applicable Ask before signing No | |
| Folder Path 1-Apr-23 to 31-Alar-24 Using or construction Using or construction Type of Voucher entries Accurate Security Force Using of Information & Technology File Format XML (Data Interchange) Digital Signature Void Applicable | |
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| Export to Local drive Folder Path CUses/demin/Dashtplagor/ingot File Name Transactions.xml Period 1.Apr/3 to 30.Apr./23 Book Book File Format : XML (Data Interchange) Export to : Local drive File Name : CVUsers/admin/Desktop/export-import File Name : Transactions.xml | |
| Court Court | |
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| Activate Windows Go to Settings to activate Window | |
| Q:Quit ∧ Accept ∧ | |

Select Second Company Where You Want To Transfer your Data

• Press(Alt+0)Import > Transactions > File to import > Select Your File From Your Folder > Behaviour of import if Transactions already exists > Choose Your Behavior > Modify With New Data > Enter > Then Check Your Daybook

| TallyPrime | MANAGE | | | | | | | | – Ø × |
|--|--|--------|---|-------------------------|-------------------------------|-----------------------------------|----------|----------|--------------------------|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P: Print | F1: Help |
| Import Data CURRENT PER 1-Apr-23 to 3 NAME OF COM Accurate Se Udaan Institu | tico 31 Mar-24 ecurity Force scurity Force ute of Information & Tech | nalogy | Land and a start day, the start day is a start day, the start day is a start day, the start day is a start day | Accurate Security Force | port-import | f Tally unts A A/c By | | | L: Sample Excel File |
| | | | | | Diaptay M DashbQar Quit | ore Reports d | | | lows crivate Windows. |
| Q: Quit | ^ | | Accept ∧ | CKUP/RES | STORE | | | | |

Backup : "When We Store Our Tally company as a backup In Any Folder/Pendrive/harddisk is Known as Backup"

• Gateway of Tally > Company Data(Alt+Y) > Backup > Backspace > Select Folder Where You Want to save Backup Company File > Enter > Select Company > End of List > Ctrl+A

• Then Check The Backup Company File In Folder(Company Backup File Will Be Named As TBK File).

| DU <u>K</u> :Com | ipany <u>Y</u> :Data | Z: Excha | inge | G: Go To | O: Import | E: Export | M: Share | P: Print | F1: Help | |
|-------------------------|--------------------------|----------|---------------------|-------------------------|-----------|-----------|----------|----------|----------------|--|
| ackup Companies | Salast Companies for D | De alvue | Udaan Institue Of I | nformation & Technology | | | | | × | |
| | Select Companies for E | Баскир | URBENT DATE | | | | | | | |
| ckup Destination Path | : C:\Users\admin\Desktop | p\Backup | y, 1-Apr-2023 | | | | | | | |
| mpany Name | | Number | | | | | | | | |
| laan Institue Of Inform | nation & Technology | (100006) | OF LAST ENTRY | | | | | | | |
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(Let's Assume Our Company Got Deleted By Any Reason. To Recover That Company We Need a Backup File.)

Restore : "The Process of Recovering Deleted Company is Known as Restore"

- Gateway Of Tally > Company Data(Alt+Y) > Restore > Select Company Path > Choose Your Backup Company File > Ctrl+A
- Then Check Your Company is Restored or Not.

| DU | K: Company | Y: Data | Z: Exchange | <u>G</u> : Go To | O:Import E:Export | M: Share P: Print | F1:Help |
|----------------|--------------------------|------------------|-----------------------|-------------------------|-------------------|-------------------|---------------------|
| store Com | ipanies | | | Accurate Security Force | | | × |
| | Select (| Companies for Re | store | | | | |
| store Destina | ation Path : C:\Users\ | Public\TallyPrim | e\data | I-Apr-2023 | | | |
| mpany Name | e | Number | Date & Time of Backup | | | | |
| aan Institue C |)f Information & Technol | ogy (100006) | 18-Feb-24 (09:47 pm) | ASTENTRY | | | |
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| | | | | | | | to activate Windows |

MAINTAIN PAYROLL

- Gateway Of Tally >Press(F11)Features > Maintain Payroll : Yes > Save(Ctrl+A)
- Gateway of Tally > Create > Employee Group(Create Different Departments of Company)

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- Management Department
- Sales Department

• Production Department

| TallyPrime | MANAGE | | | | | | | | | - 6 | × |
|-------------------|-------------|------------------------|-------------|------------------------------------|------------|-----------|-----------|----------|----------------------|------------------------|----------|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | | O: Import | E: Export | M: Share | P: Print | F1:Help | |
| Employee Gro | up Creation | | | Udaan Institute of Information & ' | fechnology | | | | | × F2: Period | c |
| Name | | Management Department_ | | | | | | | | F3: Company | ¢ |
| (alias) | | - | | | | | | | | | |
| | | | | | | | | | | F4 | |
| Under | | : Primary | | | | | | | | F5 | c |
| Define salary det | ails | : No | | | | | | | | F6 | c |
| | | | | | | | | | | F7 | c |
| | | | | | | | | | | F8 | c |
| | | | | | | | | | | F9 | c |
| | | | | | | | | | | F10: Other Ma | asters < |
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| Quit Quit | ^ | | Accept | ^ | D: Delete | ^ | | | | F12: Configure |) |

- Gateway Of Tally > Create > Units (Work)
- Hours
- Days
- Weekly
- Monthly
- Minute

| TallyPrime | MANAGE | | | | | | | | - 8 × |
|------------------|---------------------|-----------|-------------|------------------------------------|-----------|-----------|----------|---------|--------------------|
| EDU | K: Company | Y:Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P:Print | F1: Help |
| Unit Creation | 1 | | Udaan Ins | titute of Information & Technology | | | | | F2: Period |
| Туре | : Simple | | | | | | | | F3: Company |
| Symbol | : Hours | | | | | | | | |
| Formal name | | | | | | | | | F4 |
| Unit Quantity Co | ode (UQC) : • Not A | pplicable | | | | | | | E5 / |
| Number of decir | mal places : 0 | | | | | | | | FG A |
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| | | | | | | | | | F9 (|
| | | | | | | | | | F10: Other Masters |
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| Q: Quit | ^ | | Accept ^ | D: Dele | ete 🔺 | | | | F12: Configure |

- Gateway Of Tally > Create > Attendance/Production Type
- 1. **Present > Attendance type :** Attendance / leave With pay
- 2. **Absent > Attendance type :** Leave Without Pay

| TallyPrime | MANAGE | | | | | | | | | - 8 | × |
|----------------------------------|---|-----------|-------------|--|-----------|-----------|----------|----------|----------|---------------------------|--|
| EDU | K: Company | Y:Data | Z: Exchange | <u>G</u> : Go To | | O: Import | E:Export | M: Share | P: Print | F1: Help | |
| Attendance/Pr Name (alias) | roduction Type Creat : Overtime : | tion | Udaan Ins | stitute of Information & Tech Master Creation Idance/Production Type | nology | | | | × | F2: Period F3: Company | < < |
| Under | : Primary Production | Accent 2 | DATE OF | | | | | | | F4 F5 F6 | |
| Unit | : Hours | Yes or N | | | | | | | | F7 F8 | c c |
| | | 100 01 11 | <u> </u> | | | | | | | F9 F10: Other Masters | c c |
| | | | | | | | | | | | |
| | | | | | | | | | | 'S ate Windows. | |
| Q: Quit | ٨ | | Accept | | D: Delete | ^ | | | | F12: Configure | |

• Gateway Of Tally > Create > Pay Heads

1. **Basic Salary > Pay Head Type** : Earnings for Employees > Income type : Fixed > Under : Indirect Expenses > Use For Calculation of Gratuity : yes > Calculation type : On Attendance > Attendance/Leave With pay : Not Applicable > Leave Without pay : absent > Calculation Period : Months > Basis of calculation (per day) : As per Calendar Period > Save(Ctrl+A)

| TallyPrime M# | ANAGE | | | | | | | | | 2 ^ |
|-----------------------|---------------|--------------------------|------------------|----------------|-----------------------------|-----------|-----------|----------|---------|---------------------|
| EDU <u>K</u> | : Company | Y: Data | Z: Exchange | | G:Go To | O: Import | E: Export | M:E-mail | P:Print | F1: Help 🗕 |
| Pay Head Alterati | ion | | Ud | laan Institute | of Information & Technology | | | | | × E2: Period |
| ame : Basic | Salary | | | | Total Opening Balance | | | | | E2: Compony |
| ias) : | | | | | | | | | | P3. Company |
| | | | | | | | | | | 54 |
| | | | | | | | | | | F4 |
| | | | | | | | | | | F5 |
| | Pay Head In | formation | | | | | | | | F6 |
| y head type | | : Earnings for Employees | i | | | | | | | F7 |
| ncome type | | : Fixed | | | | | | | | F8 |
| uci | | . mulleet Expenses | | | | | | | | F9 |
| ect net salary | | : Yes | | | | | | | | F10: Other Masters |
| Name to be displaye | ed in payslip | : Basic Salary | | | | | | | | |
| alculation type | gratuity | : On Attendance | | | | | | | | W: Show All Periods |
| Attendance/leave wi | ith pay | : Not Applicable | | | | | | | | |
| Leave without pay | | Absent | | | | | | | | |
| Calculation period | on (por day) | : Months | | | | | | | | |
| Dasis of Calculation | on (per day) | . As per Calendar Period | | | | | | | | |
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| osition Index in Repo | orts | : 1.000 | | | | | | | | |
| | Dounding Off | Information | | | | | | | | |
| nunding Mathed | Net Appl' | hle | | | | | | | | |
| ounging Method : • | • Not Applica | DIE | | | | | | | | |
| | | Opening Balance | (on 1-Apr-23) : | | | | | | | F12: Configure |

2. HRA > Pay Head Type : Earnings for Employees > Income type : Fixed > Under : Indirect Expenses > Calculation type : As Computed Value > Compute : On Specified Formula > Add Pay Head : Basic Salary > End Of List > Effective From : Current Date > Set Range According To You > Save(Ctrl+A)

| EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: | Help • Period < |
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| Pay Head Alteration Udaan Institute of Information & Technology X Name : [Tra (House Rent Allow) | Period Company |
| Name : [Tra (House Rent Allow) Total Opening Belance F3-C | Company |
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| | |
| F4 | |
| F5 | ¢ |
| Pay Head Information Computation Information F6 | ¢ |
| Pay head type : Earnings for Employees Compute : On Specified Formula | |
| Income type : Fixed Specified formula : Basic Salary | |
| Under Indirect Expenses Effective Amount Up Slab Type Value | · · · · · · · · · · · · · · · · · · · |
| Affact not salary Vies 1Apr-23 Create India | Other Manters |
| Name to be displayed in payslip : Hra (House Rent Allow) 25,000,00 Percentage 1 % | Other Masters |
| Use for calculation of gratuity : No 50,000.00 Percentage 2.% Chart of Accounts | |
| Calculation type : As Computed Value 75,000.00 1,00,000.00 Percentage 4 % | Show All Periods |
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| Day Book | |
| | |
| BaNking | |
| REPORTS | |
| Ratance Sheet | |
| Profit & Loss A/c | |
| Stock Summary Ratio Realistic | |
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| Display More Reports | |
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| | |
| Position Index in Reports : 1,000 | |
| Rounding Off Information | |
| Rounding Method : • Not Applicable | |
| Opening Balance (on 1-Apr-23): | Configure < |

3. **DA > Pay Head Type :** Earnings for Employees > Income type : Variable > Under : Indirect Expenses > Calculation type : As Computed Value > Compute : On Specified Formula > Add Pay Head : Basic Salary > End Of List > Effective From : Current Date > Set Range According To You > Save(Ctrl+A)

| TallyPrime MANAGE | | | | | | | | | | | - 0 : |
|---|-----------------------------|----------------|----------------|-----------------|--------------|------------|-----------|-----------|----------|---------|---------------------|
| EDU K: Company | Y:Data | Z: Exchange | | <u>G</u> : Go | То | | O: Import | E: Export | M:E-mail | P:Print | F1:Help |
| ay Head Alteration | | | Udaan Instit | tute of Inform | nation & Teo | chnology | | | | | × F2: Period |
| ame : Da (Dearness Allov | N) | | | | Total Openi | ng Balance | | | | | E3: Company |
| lias) : | | | | | | | | | | | P3. Company |
| | | | | | | | | | | | 54 |
| | | | | | | | | | | | F4 |
| | | | | | | | | | | | F5 |
| Pay Head In | formation | | Comp | utation Inform | nation | | | | | | F6 |
| iy head type | : Earnings for Employees | Compute | : On S | pecified Form | ula | | | | | | F7 |
| income type | : Variable | Specified to | ormula : Basic | Salary | Clab Tana | Mahua | | | | | F8 |
| 001 | . Indirect Expenses | From | Greater Than | Amount up To | Slab Type | value | | | | | F9 |
| ect net salary | : Yes | 1-Apr-23 | | 25 000 00 | | 1.9 | | | | | F10: Other Masters |
| Name to be displayed in payslip | : Da (Dearness Allow) | | 25,000.00 | 50,000.00 | Percentage | 2 % | | | | | |
| e for calculation of gratuity lculation type | : No : As Computed Value | | 50,000.00 | 75,000.00 | Percentage | 3% | | | | | W: Show All Periods |
| Calculation period | Months | | 1,00,000.00 | 1,00,000.00 | Percentage | 5 % | | | | | |
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| osition Index in Reports | : 1.000 | | | | | | | | | | |
| Pounding Off | Information | | | | | | | | | | |
| ounding Method : | blo | | | | | | | | | | |
| Junuing Wethou . • Not Applica | inie | | | | | | | | | | |
| | Opening Balance (| on 1-Apr-23) : | | | | | | | | | F12: Configure |

4. **PF > Pay Head Type** : Deduction From Employees > Under : Current Liabilities > Calculation type : As Computed Value > Compute : On Specified Formula > Add Pay Head : Basic Salary > End Of List > Effective From : Current Date > Set Range According To You > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | | – ø × |
|-----------------------|--------------------|-----------------------------|---------------|------------------------|-----------------|--------------------------|------------|-----------|-----------|----------|----------|---------------------|
| EDU | K: Company | Y:Data | Z: Exchange | | <u>G</u> :Go | То | | O: Import | E: Export | M:E-mail | P: Print | F1: Help 🖕 |
| Pay Head Alt | teration | | | Udaan Instit | ute of Inform | nation & Tec | hnology | | | | | × E2: Period |
| Name : F (alias) : | Pf (Provident Fund |) | | | | Total Openii | ng Balance | | | | | F3: Company |
| | | | | | | | | | | | | F4 (|
| | | | | | | | | | | | | F5 0 |
| | Pay Head In | formation | | Comp | utation Inform | nation | | | | | | F6 0 |
| Pay head type | | : Deductions From Employees | Compute | On S | pecified Form | ula | | | | | | F7 (|
| Under | | : Current Liabilities | Specified for | rmula : Basic | Salary | | | | | | | F8 (|
| Affect net salary | , | Vos | Effective | Amount Greater Than | Amount Up To | Slab Type | Value | | | | | F9 < |
| Name to be di | splayed in payslip | : Pf (Provident Fund) | 1-Apr-23 | | | | | | | | | F10: Other Masters |
| Calculation type | | As Computed Value | | 25,000.00 | 25,000.00 | Percentage Percentage | 1% | | | | | |
| Calculation pe | hoir | : Months | | 50,000.00 | 75,000.00 | Percentage | 3% | | | | | W: Show All Periods |
| ouloulution po | | | | 1,00,000.00 | 1,00,000.00 | Percentage | 5 % | | | | | |
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| Position Index in | Reports | 1.000 | | | | | | | | | | |
| . content index in | Pounding Off | Information | | | | | | | | | | |
| Rounding Metho | d : • Not Applica | ble | | | | | | | | | | |
| | | Opening Palanae (a) | n 1 Apr 22) . | | | | _ | | | | | 512.0.5 |
| | | opening balance (o | n 1-Apr-23) : | | | | | | | | | F12: Configure |

5. **TA > Pay Head Type :** Earnings for Employees > Income type : Fixed > Under : Indirect Expenses > Calculation type : Flat Rate > Calculation Period : Months > Save(Ctrl+A)

| TallyPrime MANAGE | | | | | | | | - 8 |
|--|---------------------------------|----------------|--------------------------------------|----------------------------|----------|-----------|---------|---------------------|
| EDU <u>K</u> : Company | Y: Data | Z: Exchange | <u>G</u> :Go To | O: Import | E:Export | M: E-mail | P:Print | F1:Help |
| y Head Alteration | | Udaan I | Institute of Information & Technolog | ay | | | | F2: Period |
| ame : Ta (Travel Allow) lias) : | | | Total Opening Bala | nce | | | | F3: Company |
| | | | | | | | | |
| | | | | | | | | F4 |
| | | | | | | | | F5 |
| Pay Head In | formation | | | | | | | F6 |
| y head type | : Earnings for Employees | | | Gateway of | | | | F7 |
| icome type ler | : Variable Indirect Expenses | | | | | | | F8 |
| | | | | MASTERS | | | | F9 |
| ct net salary | : Yes | | | Create | | | | F10: Other Masters |
| lame to be displayed in payslip e for calculation of gratuity | : la (Iravel Allow) : No | | | CHart of Act | | | | |
| culation type | : Flat Rate | | | TRANSACTIO | | | | W: Show All Periods |
| alculation period | : Months | | | Vouchers | | | | |
| | | | | Day BooK | | | | |
| | | | | UTILITIES | | | | |
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| sition Index in Reports | : 1,000 | | | | | | | |
| Rounding Off | Information | | | | | | | |
| unding Method : • Not Applica | ble | | | | | | | |
| | Opening Balance (| on 1-Apr-23) : | 1 | | | | | F12: Configure |

6. **PA > Pay Head Type** : Earnings for Employees > Income type : Fixed > Under : Indirect Expenses > Calculation type : Flat Rate > Calculation Period : Months > Save(Ctrl+A)

| TallyPrime MANA | | | | | | | | | – ø × |
|--|------------------------|------------------------|----------------|-------------------------------|-----------|----------|----------|----------|---------------------|
| EDU <u>K</u> :Co | mpany | Y: Data | Z: Exchange | <u>G</u> : Go To | O: Import | E:Export | M:E-mail | P: Print | F1:Help |
| Pay Head Alteration | 1 | | Udaan Institut | e of Information & Technology | | | | | × F2: Period |
| Name : Pa (Phon (alias) : | e Allow) | | | Total Opening balance | | | | | F3: Company |
| | | | | | | | | | |
| | | | | | | | | | F4 (|
| | | | | | | | | | F5 < |
| Pa | y Head Info | rmation | | | | | | | F6 < |
| Pay head type | | Earnings for Employees | | | | | | | F7 (|
| Income type | | Fixed | | | | | | | F8 (|
| onder | | indirect Expenses | | | | | | | F9 < |
| Affect net salary | : | Yes | | | | | | | F10: Other Masters |
| Name to be displayed i Use for calculation of gra | n payslip : tuity : | Pa (Phone Allow) No | | | | | | | |
| Calculation type | 1 | Flat Rate | | | | | | | W: Show All Periods |
| Calculation period | | Months | | | | | | | |
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| Position Index in Reports | | : 1,000 | | | | | | | |
| Rou | Inding Off In | formation | | | | | | | |
| Rounding Method : • N | ot Applicable | e | | | | | | | |
| | | Opening Balance (| on 1-Apr-23) : | | | | | | F12: Configure |

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Gateway Of Tally > Create > **Payroll Voucher Type** Salary Slip > Select type of voucher : Payroll > Save(Ctrl+A)

| U ½: Conpany ½: Bata Ž: Exchange Q: Import Export M: Share P: Port F1:Hatp roll Voucher Type Creation Udaan institute of information & Technology #< | allyPrime | MANAGE | | | | | | | | | | - 0 |
|--|-------------------------------|--|---------|-----------|-------------------------|-----------------------|-----------|-----------|-----------|----------|----------|-------------------|
| columnation & Technology x p2: Period 0 :: Salary Slip Printing Printing Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : Payroll Print woucher atter saving : No Figure of woucher : No : No : Pairol in unset of this in transactions of in the save of type atter saving : No : No save woucher atter saving : No : No : No salap voucher atter saving : No : No : No salap voucher atter saving : No : No : No : No salap voucher atter saving : No : No : No : No : No salap voucher atter savi | DU | K: Company | Y:Data | Z: Excha | inge | G: Go To | | O: Import | E: Export | M: Share | P: Print | F1: Help |
| e :::::::::::::::::::::::::::::::::::: | ayroll Vouc | her Type Creation | | | Udaan Institu | te of Information & T | echnology | | | | | F2: Period |
| General Printing Name of Class 1 type of voucher : [Pyth ristion : [Pyth at this Voucher Type : Yes of Voucher Networkshows : No ristion : [Pyth in Organit Voucher No babaators for on Organit Voucher No babaators for in School this voucher 1: No : No infective dates for vouchers : No start woucher type as "Optional" by default: No narration in voucher : No start woucher type as "No : No start woucher after saving : No < | me : ! as) : | Salary Slip | | | | | | | | | | F3: Company |
| General Payoll At type of voucher Payoll With voucher after saving Name of Class If type of voucher Payoll Pinti voucher after saving Name of Class If type of voucher Yes of Voucher No. behaviour Yes of voucher after saving Yes se App voucher after saving No seApp voucher after saving No seadout unsections No seadout unseconter seadout unse | | | | | | | | | | | | |
| General Printing Name of Class F5 it typ of voucher : Poyoll if voucher after saving : No if a it typ of voucher : Poyoll : Poyoll : F5 it typ of voucher : Poyoll : F6 if of voucher Numbering : If it voucher after saving : No it unsaction if y vis : No : F5 it typ of voucher Numbering : If it voucher after saving : No it voucher Numbering : No : If it voucher after saving : No it typ of voucher : No : If it voucher after saving : No seconvalued transactions : No : If it voucher : If it voucher seconvalued transactions for each ledger in voucher : No : If it voucher : If it voucher seApp voucher after saving : No | | | | | | | | | | | | F4 |
| Payroll Payroll wiation Pydinate wiation Pydinate od of Voucher Numbering : of Of Voucher Numbering : runused vch nos. In transactions for no Original Voucher No. behaviour No state state for vouchers No state stat | | General | | | | Printing | | Name of (| Class | | | F5 |
| existion : Pyrime : P | ect type of v | oucher | Payroll | Prir | nt voucher after saving | : No | | | | | | F6 |
| ate this Voucher Type Yes od of Voucher Numbering : | reviation | | : Pyrl | | | | | | | | | F7 |
| of of Voucher Numbering : n Original Voucher No. behaviour : Yes effective dates for vouchers : No is voucher type as "Optional" by default. : More Details in arration in woucher : Yes sApp voucher after saving : No Cont | ivate this Vo | oucher Type | : Yes | | | | | | | | | F8 |
| FID: Other Master Indiginal Vocations Yes effective dates for vouchers No effective dates for vouchers No it is voucher types as 'Optional' by default: No Image: Second seco | thod of Vouc | cher Numbering | | | | | | | | | | F9 |
| effective dates for wouchers : No rzero-valued transactions : No otitis woucher type as "Optional by default: No narration in woucher : Yes de narrations for each ledger in woucher : No sApp woucher after saving : No uit de la contact and the saving in | w unused vo ain Original מ | ch nos. in transactions for Voucher No. behaviour | : Yes | | | | | | | | | F10: Other Master |
| r zero-valued transactions i No this voucher type as 'Optional' by default i No norrantion in voucher i Yes de narrations for each ledger in voucher i No sApp voucher after saving i No uit de la contect i Contec | e effective da | ates for vouchers | : No | | | | | | | | | |
| <pre>vtis voccher type as 'Optional' by default: No vnarration in voucher : Yes de narrations for each ledger in voucher : No sApp voucher after saving : No Cuit Cuit Cuit Cuit Cuit Cuit Cuit Cuit</pre> | w zero-value | ed transactions | : No | | | | | | | | | I: More Details |
| narration in voucher : No sApp voucher after saving : No | ce this vouch | er type as 'Optional' by defau | It: No | | | | | | | | | |
| sApp voucher after saving : No Cuit Cuit Activate Windows Go to Settings to activate Windows It activate I | w narration i | in voucher | : Yes | | | | | | | | | |
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| uit D: Delete | | | | | | | | | | | | tivate Windows. |
| | Ouit | | | A: Accent | 8 | | D: Delete | 0 | | | | E12: Configure |

Gateway Of Tally > Create > Employee
 Name : Janam Jain(Write Details of Employee Working in Your Company) > Under : Sales Department(Select Department Of Employee) > Date Of joining : Date When Employee Joined The Company > Define Salary Details : yes > Select all Pay heads



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General Information > Fill All General Details Of Employee > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | |
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| EDU | K: Company Y: Data | a <u>Z</u> : Exchange | <u>G</u> : Go To | O:Import E:Export | M:E-mail | P:Print | F1: Help |
| Employee Crea | ation | Udaan In | stitute of Information & Technology | | | | × F2: Period |
| Name (alias) | : Janam Jain : | | pation | | | | F3: Company |
| | 6 L D | | | | | | F4 < |
| Under | (I Primary) | nent | | | | | F5 < |
| Date of joining | : 1-Apr-2023 | | | | | | F6 < |
| Define salary detail | s : Yes | | | | | | F7 < |
| | | | | | | | F8 < |
| Gei Emalaura Numbar | neral Information | Provide bank details : No | | | | | F9 < |
| Designation | : Manager | Statutory Details | | | | | F10: Other Masters |
| Function | : HOD | Income Tax Number (PAN) | | | | | |
| Gender | : Male | Universal Account Number (UAN): | | | | | |
| Date of birth Blood group | : 1-Feb-2000 : A1 Positive | PF account number : PR account number (PRAN) : | | | | | |
| Father's/mother's name | ame: Ankit Jain | ESI number : | | | | | |
| Address | 510, Shivalik, Narol Aslali Highwa Narol, Ahmedabad-38240 | ıy,)5 | | | | | |
| | | | | | | | |
| Phone no. | : 9488496654 | | Accept ? | | | | |
| E-Mail | : janamjain123@gmail.com | | Yes or No | | | | |
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| | | | | | | | F12: Configure |

- Gateway Of Tally > Vouchers > Other Vouchers(F10) > Attendance
- Select Your Employee > Absent > Value : 3(Numbers of Days Employee Was Absent)
- Select Your employee Again > OverTime > Value : 18(Numbers of Hours Employee Did Overtime) > Save(Ctrl+A)

| TallyPrime | MANAGE | | | | | | | | | | | | | - 8 | × |
|---------------|-----------------|----------------|-------------------|--------------|---------------------|------------------|------------|--------|---------------|-----|----------|-----------------|------------|---------------------|-----|
| EDU | K: Company | Y: Data | <u>Z</u> : Exc | hange: | <u><u>G</u>:0</u> | io To | <u>o</u> : | Import | <u>E</u> :Exp | ort | M: Share | <u>P</u> : Prir | t | F1:Help | |
| Attendance Vo | oucher Alterati | on | | Udaa | n Institute of Info | rmation & Techno | logy | | | | | | × | F2: Date | ¢ |
| Attendance | No. 1 | | | | | | | | | | | | 1-May-23 | F3: Company | ¢ |
| | | | | | | | | | | | | | ivionday | | |
| Employee Name | e | Employee Numbe | r Attendance/Prod | luction Type | | | | | | | | Value | Unit | F4: Contra | ¢ |
| Janam | | 101 | Absent | | Cur Bal: 3 Days | | | | | | | : | Days | F5: Payment | ¢ |
| Janam | | 101 | Overtime | | Cur Bal: 18 Hou | rs | | | | | | 18 | Hours | F6: Receipt | ¢ |
| | | | | | | | | | | | | | | F7: Journal | < |
| | | | | | | | | | | | | | | F8: Sales | ¢ |
| | | | | | | | | | | | | | | F9: Purchase | < |
| | | | | | | | | | | | | | | F10: Other Vouchers | s < |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | | | | | H: Change Mode | |
| | | | | | | | | | | | | | | L: More Details | |
| | | | | | | | | | | | | | | O: Related Reports | |
| | | | | | | | | | | | | | | | |
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| Q: Quit | ^ | | Acce | pt ^ | | | D: Delete | X:C | ancel Vch | | | | | F12: Configure | |

- Gateway Of Tally > Vouchers > Other Vouchers(F10) > **Salary Slip** Account : Cash > Particulars : Janam Jain(Select Your Employee) •
- •

• Autofill(Ctrl+F) > Type of transaction : Payroll Autofill > Process For : Salary > Dates : Select One Month Period > Employee/Group : Janam Jain(Select Employee Name)

Sort By : Employee Name > Payroll/Bank/Cash Ledger : Cash > Enter > Save(Ctrl+A) •

| TallyPrime | MANAGE | | | | | | | | | ٥ | |
|--|------------|----------|--|--|-------------------|--|---------------|---------------------------------------|-----------------|---|--|
| EDU | K: Company | Y: Data | Z: Exchange | G: Go To | O: Import | E: Export | M: Share | P: Print | F1:Help | | |
| Autofill Salary Slip Account : Cur Bal: 0. Particulars | No. 2 | <u>.</u> | £,c.x:taige Udaan Ins | titute of Information & Technology | <u>u</u> , import | List of Lec Bank of Inc Cash State Bank | dger Accounts | Create | - i. Haip | | |
| | | | Type of transaction Name Class Process for From (blank for beginning) To (blank for end) Employee/Group Soft by Payroll/Bank/Cash Ledger | Payroll Autofill Salary Slip Hot Applicable Salary 1-5-2023 Janam Jain Employee Name | | | | | | | |
| Narration: | | | Accept s | | | | Ac Go | tivate Windov to Settings to activ | rs ate Windo | | |

| TallyPrime | MANAGE | | | | | | | | | - 0 × | |
|------------------------------|-----------------|---|---------------------------|-----------------|-----------------------------|-----------|-----------|----------|-----------------------------|---------------------|---|
| EDU | K: Company | Y:Data | Z: Exchange | | G: Go To | O: Import | E: Export | M: Share | P:Print | F1:Help | |
| yroll Voucher | Alteration (Se | econdary) | | Udaan Institute | of Information & Technology | | | | × | F2: Date | < |
| Salary Slip | No. 1 | | | Status | · Daurall autofill (Salara) | | | | 1-Jun-23 Thursday | F3: Company | ¢ |
| count : Cash | | | | Status | . rayron autonn (Salary) | | | | | F4: Contra | k |
| Cur Bal: 12,4 Particulars | 7,426.15 Dr | | | | | | | | Amount | F5: Payment | 1 |
| | | | | | | | | | | F6: Receipt | • |
| am Jain | | | | | | | | | 51,547.85 Dr | F7: Journal | < |
| Basic Sala DA | iry | 46,827.96 Dr Cur Bal: 919.89 Dr Cur Bal: | 46,827.96 Dr 919.89 Dr | | | | | | | F8: Sales | < |
| HRA | | 919.89 Dr Cur Bal: | 919.89 Dr | | | | | | | F9: Purchase | • |
| Pf TA | | 919.89 Cr Cur Bal: 2,300.00 Dr Cur Bal: | 919.89 Cr 2,300.00 Dr | | | | | | | F10: Other Vouchers | |
| | | | | | | | | | | E: Autofill | |
| | | | | | | | | | | H: Change Mode | < |
| | | | | | | | | | | l: More Details | |
| | | | | | | | | | | O:Related Reports | |
| | | | | | | | | | | L: Optional | |
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| ration: | | | | | | | | | 51,547.85 Cr | | |
| Period : 1-May | -23 to 1-Jun-23 | | | | | | | Ac | tivate Window | IS. | |
| | | | | | | | | Go | to Settings to activ | | |
| Quit | | | A: Accept | A | D: Delete | A X: Canc | el Vch | | | F12: Configure | |

To Check Payroll Pay Slip > Gateway of Tally > Display More Reports > Payroll Reports > Pay slip > Janam jain(Select Your Employee)
 Then Check Your Pay Slip

| TallyPrime | MANAGE | | | | | | | | - 0 | × |
|---------------------------------|--------------------|--------------------|-------------------------|--|-----------|-------------------|---------------------|---|---------------------|--------|
| EDU | K: Company Y: Data | Z: Exchange | <u>G</u> :0 | Go To | O: Import | E: Export | M: Share | e <u>P</u> :Print | F1:Help | |
| Pay Slip | | l | Jdaan Institute of Info | rmation & Technology | | | | × | F2: Period | ¢ |
| | | | Pay Slip for | June-2023 | | | | | E3: Company | - |
| | | | Janar | n Jain | | | | | T 5. Company | ` |
| Employee Number | r : : : : | 101 | | Tax Regime | | Regular Tax Regim | ne | | F4: Employee | |
| Function Designation | | Manager | | Income Tax Number (PAN) | | | | | | |
| Location | | lanagor | | PF account number | | | | | F5 | ¢ |
| Bank Details Date of joining | | 1-Apr-23 | | ESI Number PR Account Number (PRAN) | | | | | F6 | |
| Earnings | | Amount | Gross Salary | Deductions | | Amoun | ıt | Gross Salary | F7 | |
| Basic Salany | | 46 827 96 | 50 000 00 | Df | | | 919.89 | 1 000 00 | F8 | |
| DA | | 919.89 | 1,000.00 | | | | 515.05 | 1,000.00 | F9 | < |
| PA | | 919.89 1.500.00 | 1,000.00 750.00 | | | | | | E10 | |
| TA | | 2,300.00 | 1,150.00 | | | | | | 110 | |
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| | | | | | | | | | Dasis of Value | is c |
| | | | | | | | | | H: Change View | < |
| | | | | | | | | | J: Exception Rep | orts < |
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| Total Earnings | | 52,467.74 | 53,900.00 | Total Deductions Net Amount | | 7 | 919.89 51,547.85 | Activate Window Go to Setting 1,000.00 Go to Setting 1,000.00 | | |
| Q: Quit | A Space: | Select A | | | | R: Re | move Line | ∧ U:Restore Line ∧ | F12: Configure | |
| × | | × | Tł | IANK YOU | | > | ≺_ _ | | | × |



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