

TALLY PRIME NOTES



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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: www.tallysolutions.com

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 | • CTRL+I : More Details |
| • ALT+F6 : Credit Note | • CTRL+L : Optional |
| • ALT+F5 : Debit Note | • CTRL+T : Post-Dated |
| • ALT+F8 : Delivery Note | • ALT+J : Stat Adjustment |
| • CTRL+F7 : Physical Stock | • ALT+K : Company |
| • ALT+F9 : Receipt Note | • F3 : Change Company |
| • CTRL+F6 : Rejection In | • ALT+F3 : Select Company |
| • CTRL+F5 : Rejection Out | • CTRL+F3 : Shut Company |
| • ALT+F7 : Stock Journal | • ALT+Y : Data |
| • CTRL+F9 : Purchase Order | • ALT+Z : Exchange |
| • CTRL+F8 : Sales Order | • ALT+O : Import |
| • CTRL+F4 : Payroll | • ALT+E : Export |
| • CTRL+F : Autofill | • ALT+M : E-Mail |
| • CTRL+H : Change Mode | • ALT+P : Print |
| • CTRL+N : Calculator | • 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

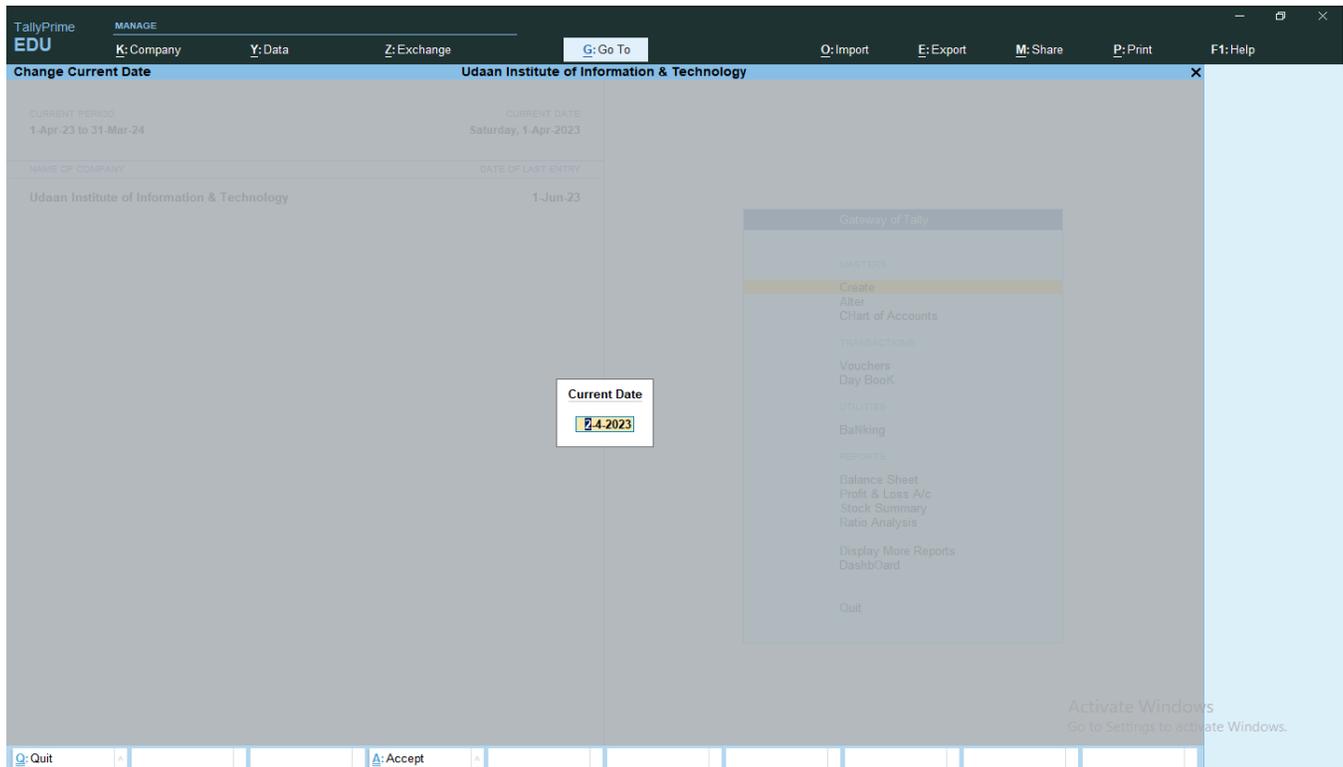
“Debit all expenses and losses and credit all income and gains”

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

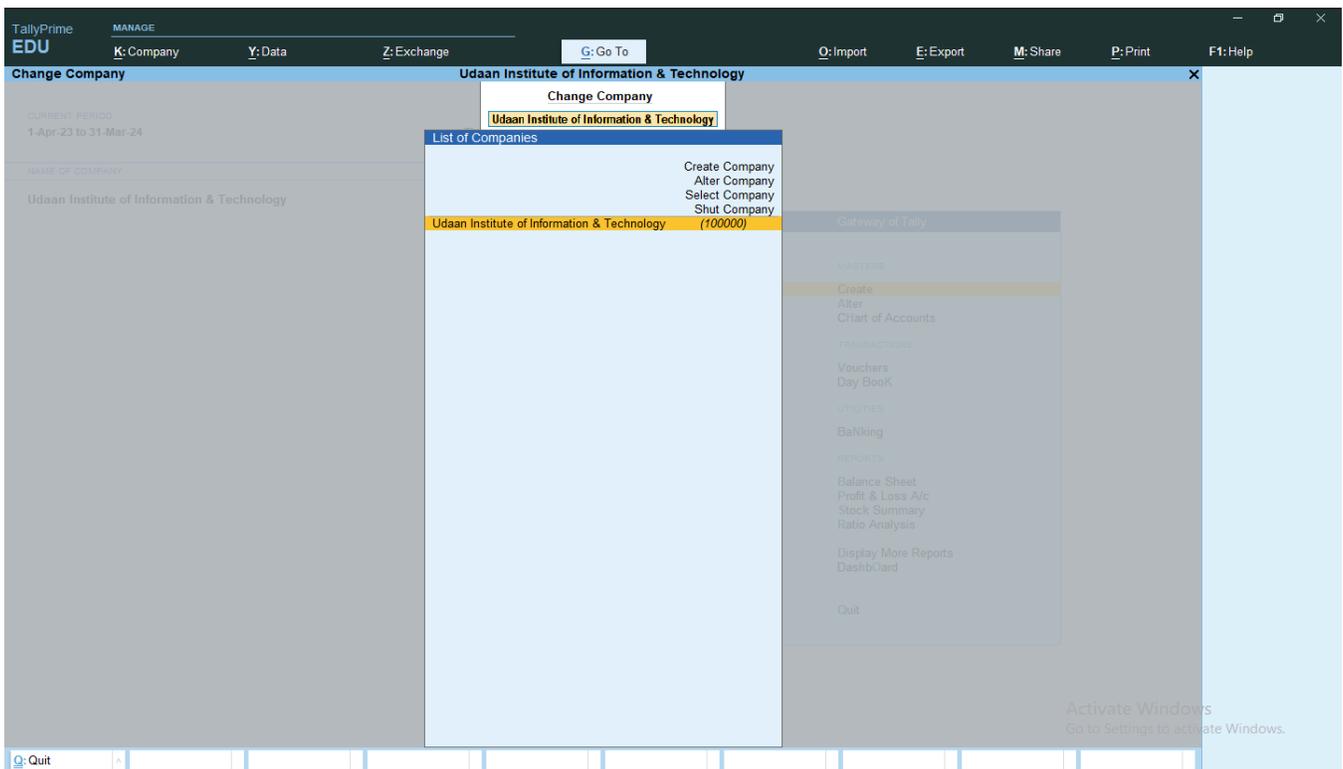
TALLY FUNCTION KEYS F1 TO F12

F1 Help Menu - Opens the Help menu

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



F3 Company Info - Opens the company Info



- **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...

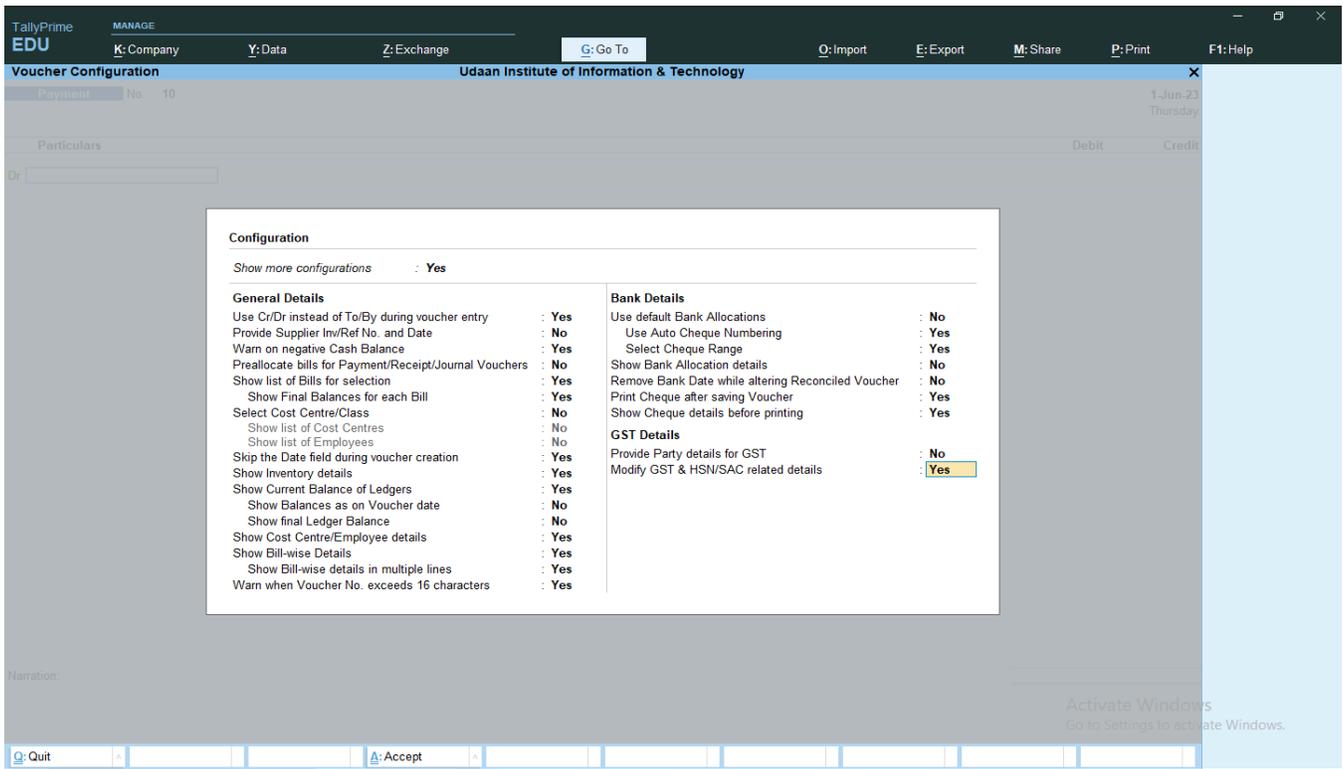
F8 Sales - When we sell any goods or service, we make its entry in the sales voucher.

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....

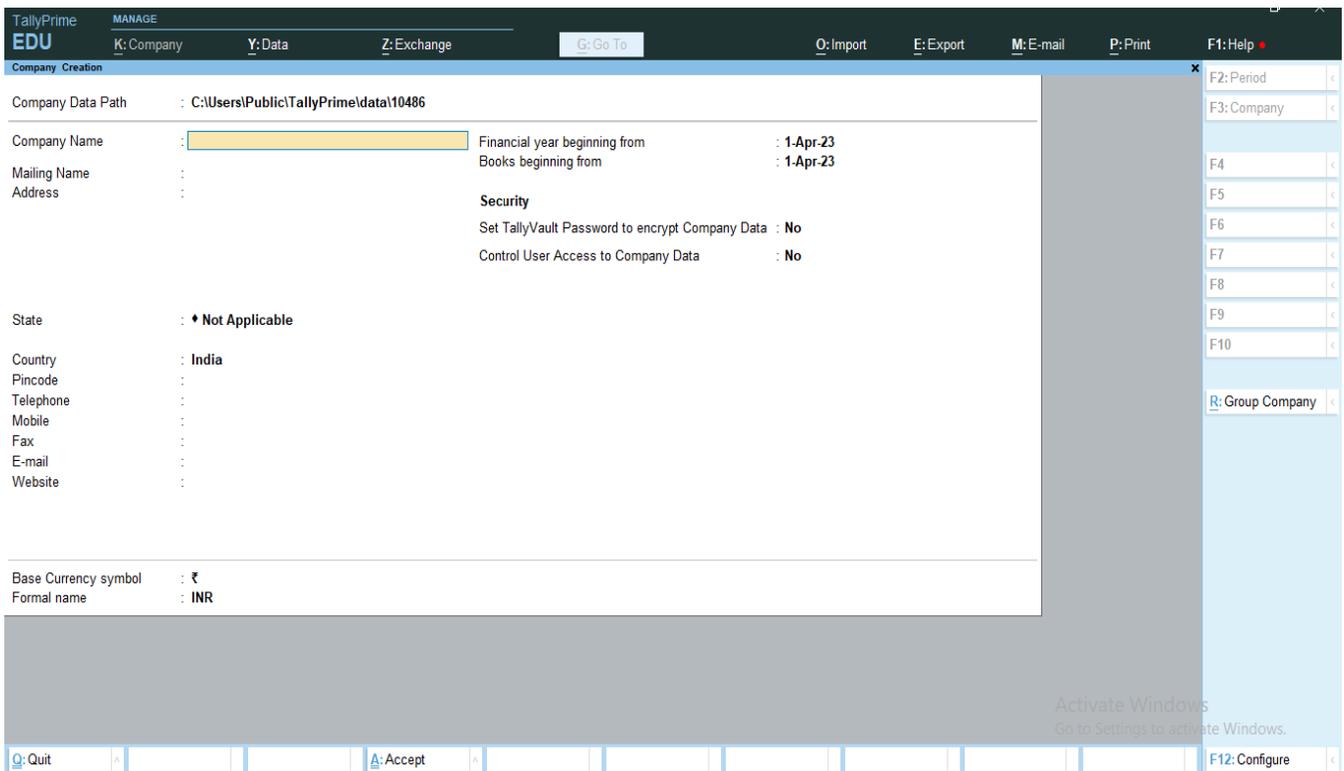


COMPANY CREATION

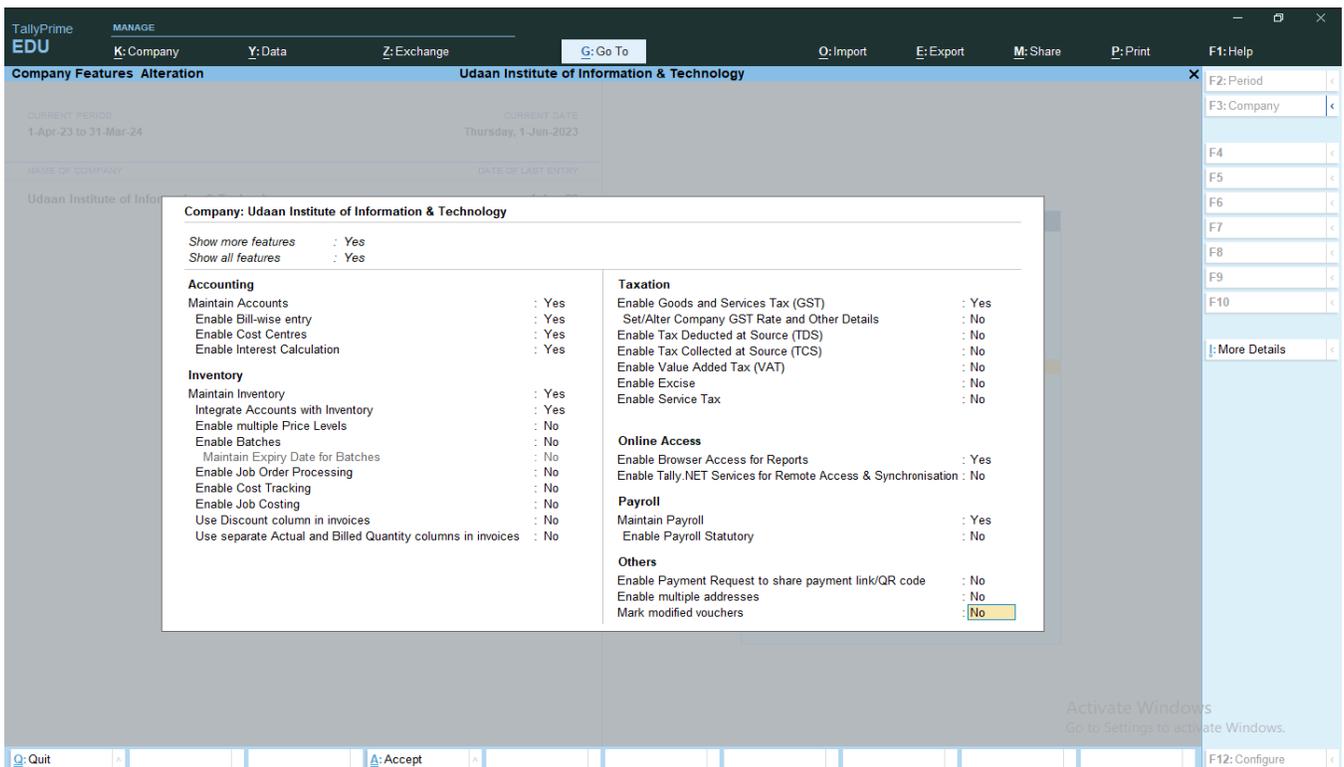
There are three types of Company

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.

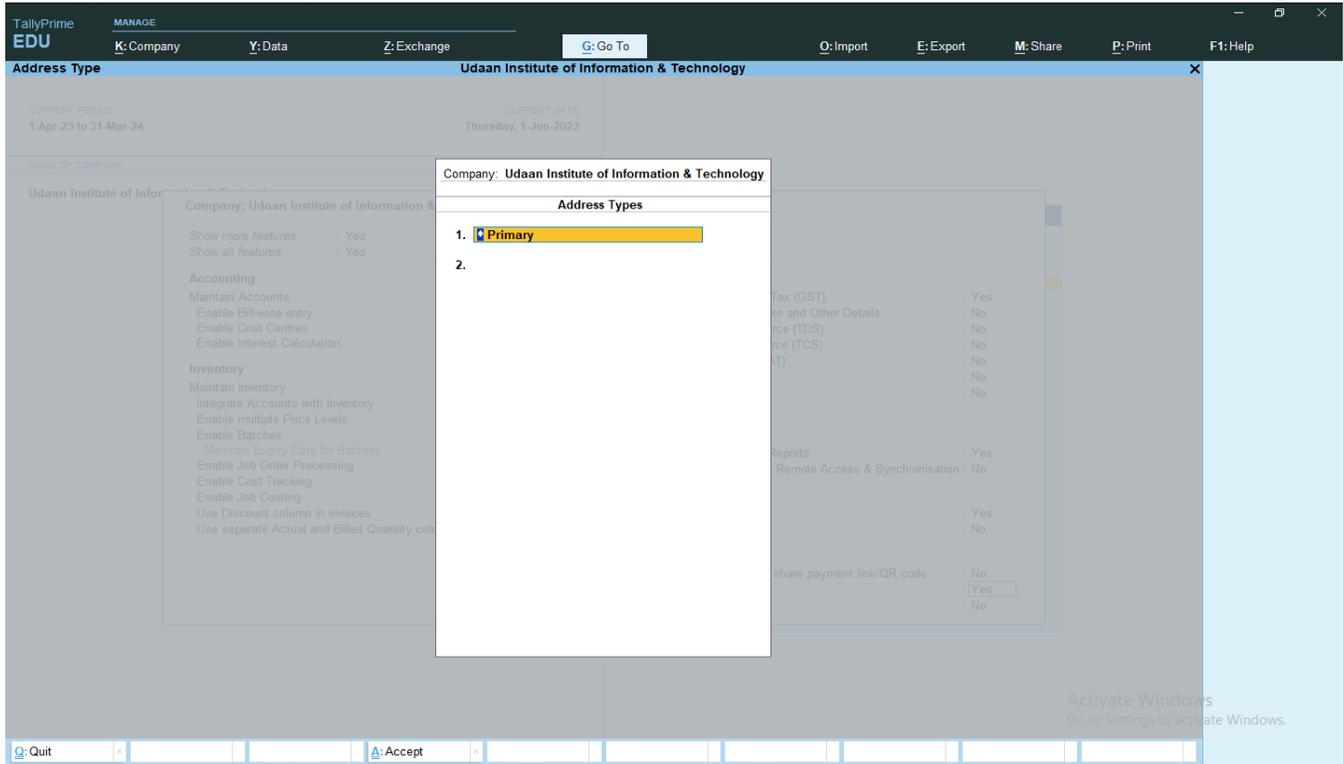
Create Company : Gateway Of Tally > Press F3 > Create Company > Create > Fill Company Details > Save Company



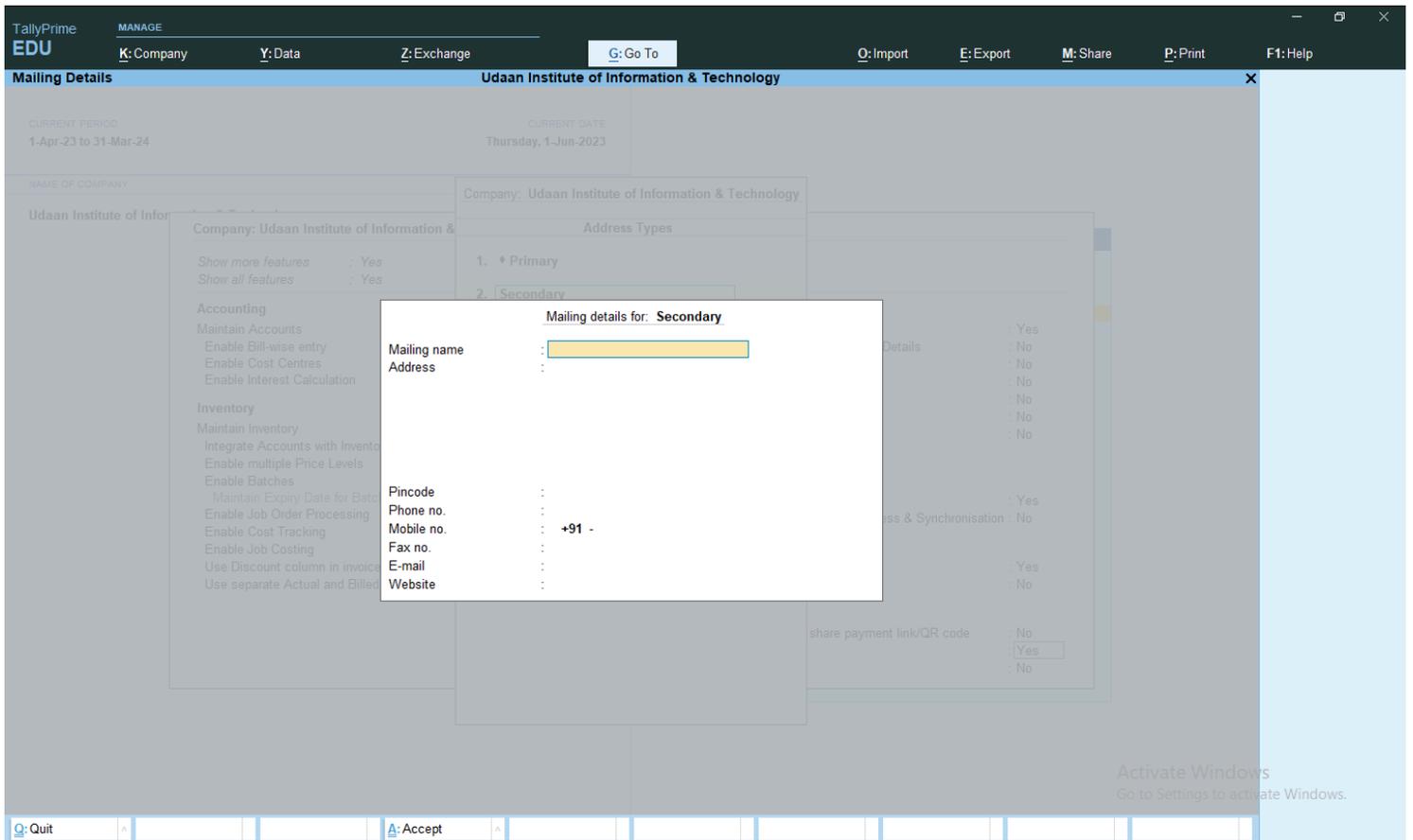
- Company Features(You Can On Company feature By F11) > Enable multiple addresses(You Can Add Other Addresses If You Have Multiple Addresses) > Yes



- primary(Your Main Address)



- Create Secondary > Fill Details Other Address > Ctrl+A(Save)



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)

The screenshot shows the 'Company Alteration' window in Tally Prime. The window title is 'Udaan Institute of Information & Technology'. The 'Security' section is expanded, showing the following settings:

Setting	Value
Control User Access to Company Data	Yes
Username (Administrator)	udaan
Password	***
Enable TallyAudit features	No
Disallow opening in Educational Mode	No

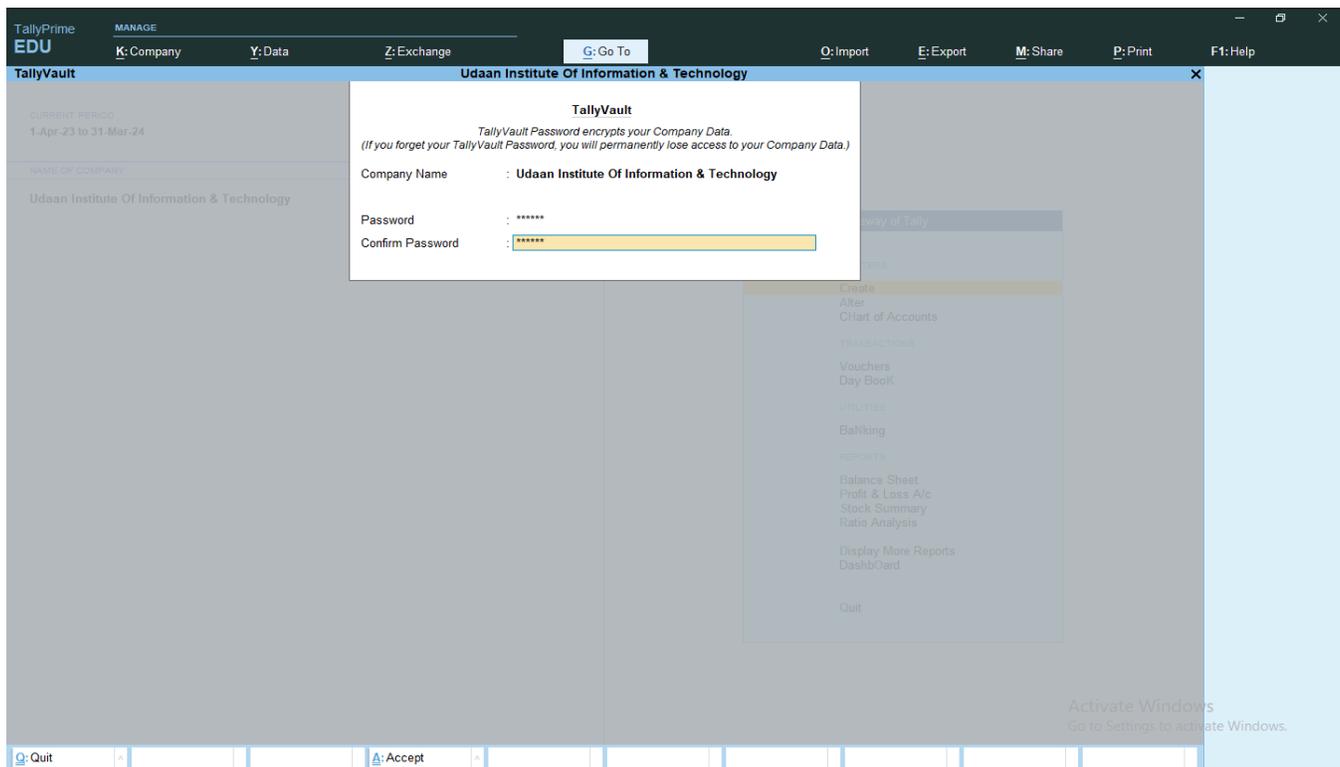
Other visible fields include:

- Company Name: Udaan Institute of Information & Technology
- Mailing Name: Udaan Institute of Information & Technology
- Address: 401 Bhagirath Icon, Near Narol Aslali Highway, Narol 382405 Ahmedabad
- State: Gujarat
- Country: India
- Pincode: 382405
- Mobile: +91 - 9909081555
- E-mail: ulitahmedabad@gmail.com
- Website: www.ulit.net

The 'Base Currency symbol' is set to ₹ and the 'Formal name' is INR. The window also shows a 'Quit' button and a 'Display More Reports DashbOard' link.

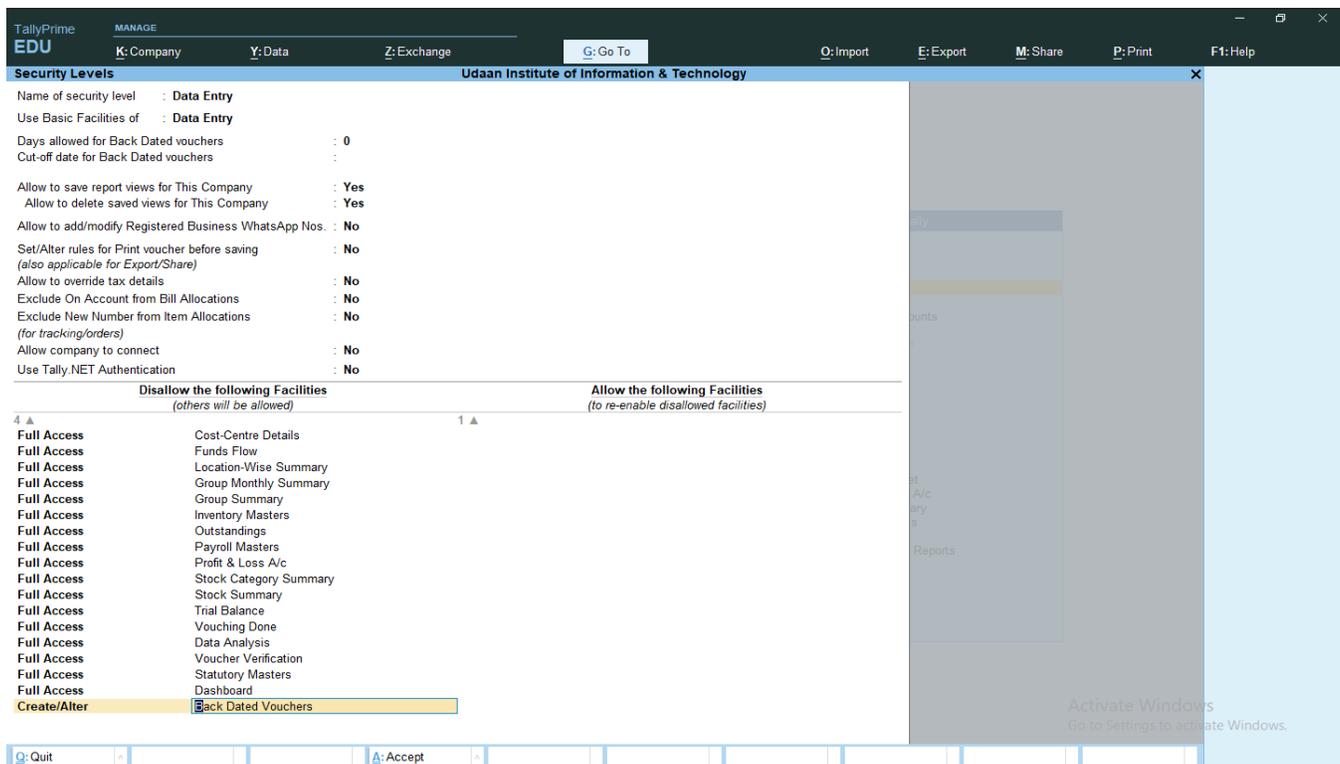
2) Tally vault : If we have to Set advanced security in our company and want to hide the name of the company then we use tally vault password.

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

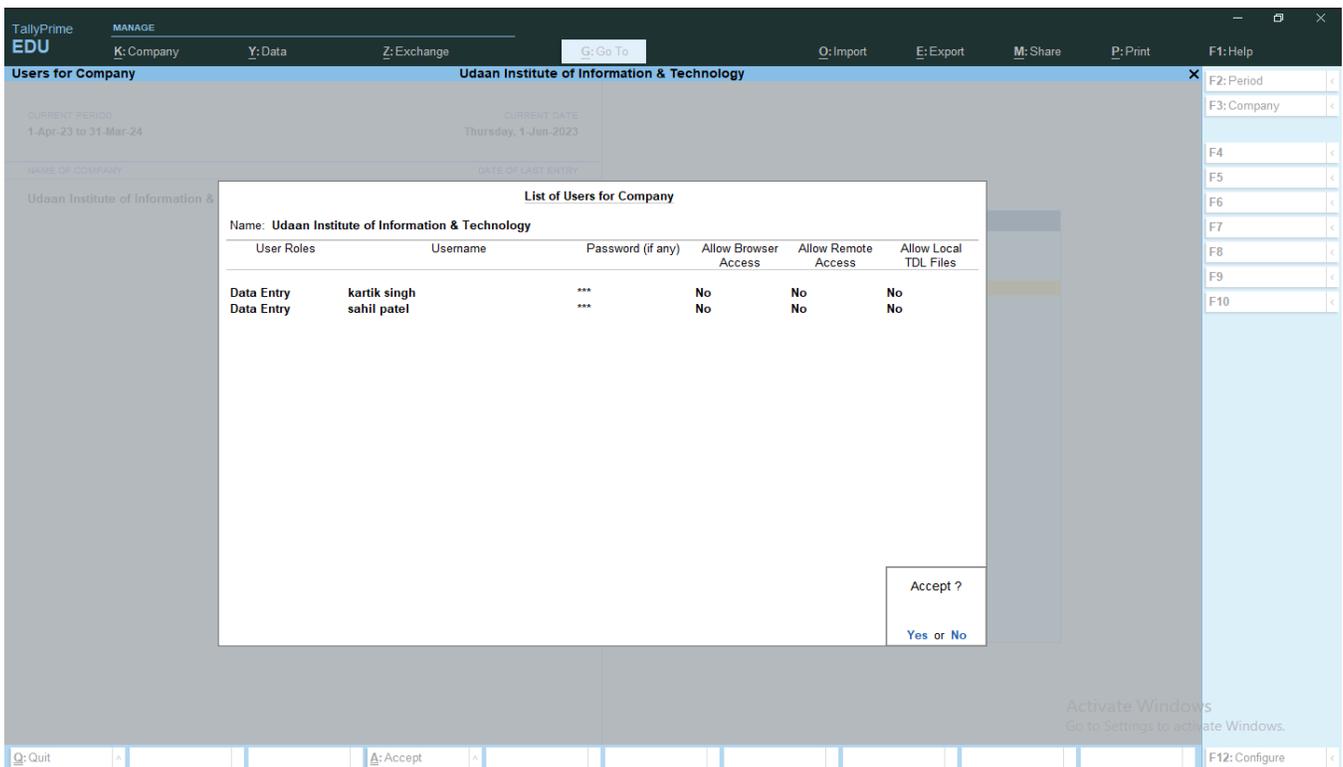


3) User and Password: When we have to create employees' own Username and password in our company so that they can do their work and we allow them only those facilities in this username and password which are useful to them and the rest are disallowed.

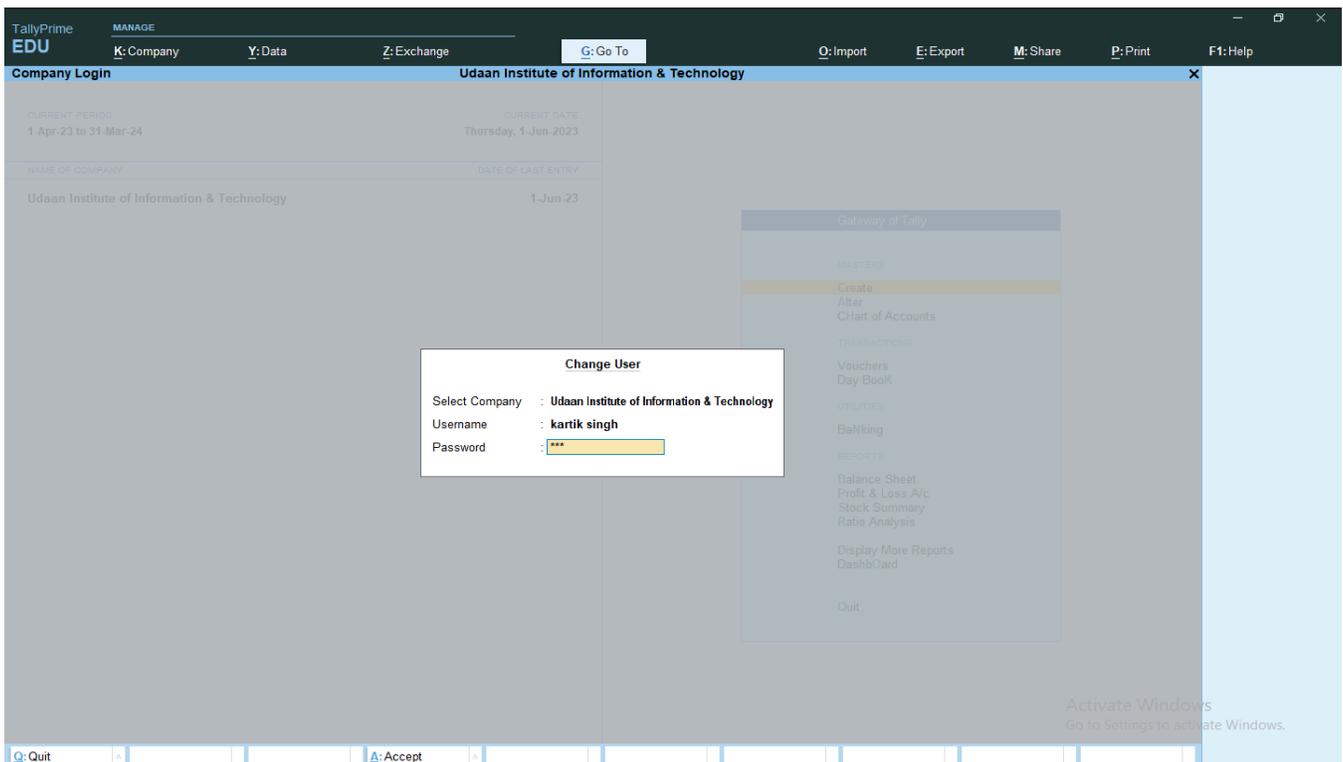
- Gateway of Tally > Press(Alt+K) User Roles > Allow And Disallow Facilities For User > Save(Ctrl+A)



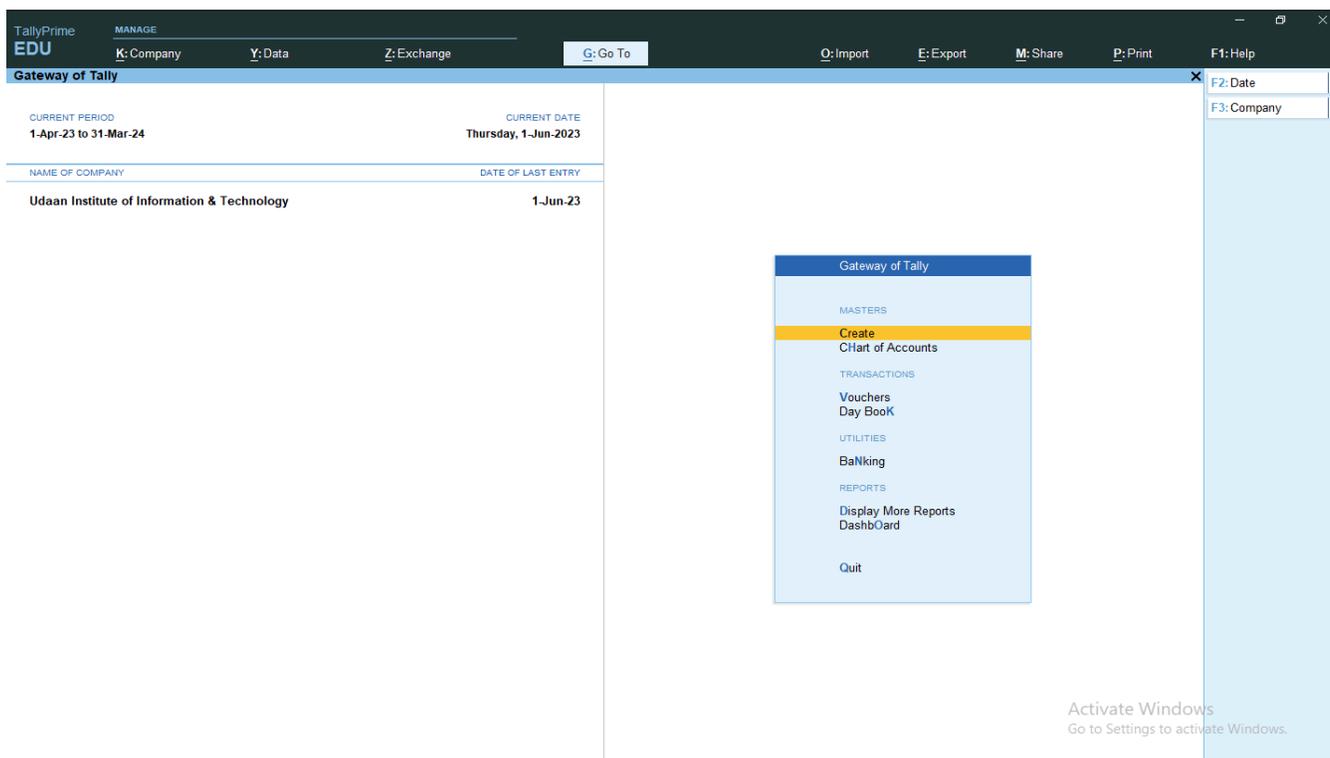
- Gateway of Tally > Press(Alt+K) > User And Password > Set User Roles > Name > User Password > Save(Ctrl+A)



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



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



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 | • Suspense Account |
| • Loans Liabilities | • Branch Division |
| • Current Liabilities | • Sales Account |
| • Fixed Assets | • Purchase Account |
| • Investment | • Direct Income |
| • Current Assets | • Direct Expenses |
| • Miscellaneous Expenses (Assets) | • Indirect Income |
| | • Indirect Expense |

- **Secondary Group**

- | | |
|--------------------------|-----------------------|
| • Reserve & Surplus | (Capital Account) |
| • Bank overDraft | (Loans Liabilities) |
| • Secured Loans | (Loans Liabilities) |
| • Unsecured Loans | (Loans Liabilities) |
| • Duties & Tax | (Current Liabilities) |
| • Provision | (Current Liabilities) |
| • Sundry Creditors | (Current Liabilities) |
| • Sundry Debtors | (Current Assets) |
| • Deposit Assets | (Current Assets) |
| • Loans & Advance Assets | (Current Assets) |
| • Cash in Hand | (Current Assets) |
| • Stock in Hand | (Current Assets) |
| • Bank Account | (Current Assets) |

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.

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)

The screenshot shows the 'Ledger Alteration' window in TallyPrime. The window title is 'Udaan Institute Of Information & Technology'. The main content area is divided into several sections:

- Name:** Krishna Gupta (Owner)
- (alias):** (blank)
- Total Opening Balance:** (blank)
- Under:** Capital Account
- Mailing Details:**
 - Name: Krishna Gupta (Owner)
 - Address: (blank)
 - State: Gujarat
 - Country: India
 - Pincode: (blank)
- Statutory Details:**
 - Is TDS Deductible: No
- Banking Details:**
 - Provide bank details: No
- Tax Registration Details:**
 - PAN/IT No.: (blank)
 - Registration type: Regular
 - GSTIN/UIN: (blank)
 - Set/Alter additional GST details: No

At the bottom, the 'Opening Balance' is shown as '(on 1-Apr-23) :'. The window also features a menu bar with options like 'Go To', 'Import', 'Export', 'Share', 'Print', and 'Help', and a toolbar with 'Quit', 'Accept', and 'Delete' buttons.

Receipt entry (F6)

- Gateway of tally > vouchers > F6 Receipt > Capital Receive By Ledger > 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

Accounting Voucher Creation Udaan Institute Of Information & Technology

Receipt No. 1 1-Apr-23 Saturday

Particulars	Debit	Credit
Cr Krishna Gupta (Owner) Cur Bal: 4,00,000.00 Cr		4,00,000.00
Dr Cash Cur Bal: 4,00,000.00 Dr	4,00,000.00	
	4,00,000.00	4,00,000.00

Narration:

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Ledger Alteration Udaan Institute of Information & Technology

Name : Seabird Logistics (alias)

Total Opening Balance	
25,95,644.00 Dr	
68,716.00 Cr	
Difference	25,26,928.00 Dr

Under : Sundry Debtors (Current Assets)

Mailing Details
Name : Seabird Logistics
Address : 213-Shivalik, Narol, Ahmedabad

State : Gujarat
Country : India
Pincode : 382405

Banking Details
Provide bank details : No

Tax Registration Details
PAN/IT No. :
Registration type : Regular
GSTIN/UIN : 24AAACC1206D12M
Set/Alter additional GST details : No

Maintain balances bill-by-bill : Yes
Default credit period :
Check for credit days during voucher entry : No

Activate interest calculation : No

Opening Balance (on 1-Apr-23) : 25,26,928.00 Dr

Q: Quit A: Accept D: Delete F12: Configure

Activate Windows
Go to Settings to activate Windows.

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute Of Information & Technology

Receipt No. 6 1-Apr-23 Saturday

Particulars	Debit	Credit
Cr Seabird Logistics Cur Bal: 0.00 Cr On Account 6,74,654.00 Cr		6,74,654.00
Dr Cash Cur Bal: 6,74,654.00 Dr	6,74,654.00	
	6,74,654.00	6,74,654.00

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Ledger Alteration Udaan Institute of Information & Technology

Name : Hazira LLP
(alias) :

Total Opening Balance
25,95,644.00 Dr
68,716.00 Cr
Difference
25,26,928.00 Dr

Under : Sundry Creditors
(Current Liabilities)

Mailing Details
Name : Hazira LLP
Address : 123-Shivam, Sola Cross Road,
Ahmedabad

State : Gujarat
Country : India
Pincode :

Banking Details
Provide bank details : No

Tax Registration Details
PAN/IT No. :
Registration type : Regular
GSTIN/UIN : 24AAFFG8339R1ZQ
Set/Alter additional GST details : No

Maintain balances bill-by-bill : Yes
Default credit period :
Check for credit days during voucher entry : No

Activate interest calculation : No

Opening Balance (on 1-Apr-23) : 56,716.00 Cr

Quit Accept Delete F12: Configure

Activate Windows
Go to Settings to activate Windows.

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Payment No. 5 1-Apr-23 Saturday

Particulars	Debit	Credit
Dr Hazira LLP Cur Bal: 0.00 Dr On Account 56,716.00 Dr	56,716.00	
Cr Cash Cur Bal: 12,47,426.15 Dr		56,716.00
	56,716.00	56,716.00

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Cheque Book Management Udaan Institute of Information & Technology

Name Bank of India Total Opening Balance
 (alias) 25,95,644.00 Dr
 68,716.00 Cr
 Difference
 25,26,928.00 Dr

Under Bank Accounts (Current Assets) Mailing Details Name Bank of India Address

Activate interest calculation No

Bank Account Details

A/c Holder's Name Udaan Instit of Info
 A/c No. 000123456789
 IFS Code BKID0008428
 SWIFT Code * Not Applicat
 Bank Name Vatva
 Branch

Bank Configuration

Set/Alter range for Cheque Books Yes
 Enable Cheque Printing Yes
 Set/Alter Cheque Printing configuration No
 Enable Auto Reconciliation No

From Number	To Number	Number of Cheques	Name of Cheque Book
000001	000070	70	Udaan

Opening Balance (on 1-Apr-23) : 16,00,000.00 Dr

Quit Accept

Activate Windows
Go to Settings to activate Windows.

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Cheque Dimensions Udaan Institute of Information & Technology

Name : Bank of India
(alias)

Cheque Printing Configuration for : Bank of India
(All Dimensions in mm only)

Cheque Dimension	Amount in Words
Width of Cheque : 204	(A) Distance of 2nd Line from Top Edge : 44
Height of Cheque : 93	(B) Height (gap) between 2nd and 1st Line : 8
Cross Cheque	Distance of 1st Line from Top Edge (A - B) : 36
Starting Location from Left Edge : 50	Starting Location of 1st Line from Left Edge : 36
Starting Location from Top Edge : 12	Starting Location of 2nd Line from Left Edge : 15
Cheque Date	Width area : 120
Distance of Line from Top Edge : 12	Print currency formal name : No
Starting Location from Left Edge : 159	Amount in Figures
Style of Date : d d m y y y	Distance from Top Edge : 40
Separator used in date :	Starting Location from Left Edge : 161
Separator width : 0	Width area : 40
Distance between Characters : 2.90	Print Currency Symbol : No
Party's / Payee Name	
Distance of Line from Top Edge : 24	
Starting Location from Left Edge : 21	
Width area : 135	
Company Signatory Details	
Company Name on Cheque : Udaan Foundation	
Print Company Name on Cheque : Yes	
Salutation of 1st Signatory (if 2 signatories) : Jay Prakash Dubey	
Salutation of 2nd or Single Signatory :	
Distance from Top Edge : 65	
Starting Location from Left Edge : 145	
Width of Signature area : 50	
Height of Signature area : 10	

(To Preview the settings press Alt+F)

Activate Windows
Go to Settings to activate Windows.

Q: Quit A: Accept B: Copy From

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Ledger Alteration Udaan Institute of Information & Technology

Name : Bank of India
(alias)

Total Opening Balance

25,95,644.00 Dr
68,716.00 Cr
Difference
25,26,928.00 Dr

Under : Bank Accounts (Current Assets)

Activate interest calculation : No

Bank Account Details

A/c Holder's Name : Udaan Institute Of Information & Technology
A/c No. : 000123456789
IFS Code : BKID0008428
SWIFT Code :
Bank Name : ♦ Not Applicable
Branch : Vatva

Bank Configuration

Set/Alter range for Cheque Books : No
Enable Cheque Printing : Yes
Set/Alter Cheque Printing configuration : No
Enable Auto Reconciliation : No

Mailing Details

Name : Bank of India
Address :
State : Gujarat
Country : India
Pincode :

Tax Registration Details

GSTIN/UIN : 24AAA5E4519125

Opening Balance (on 1-Apr-23) : 15,00,000.00 Dr

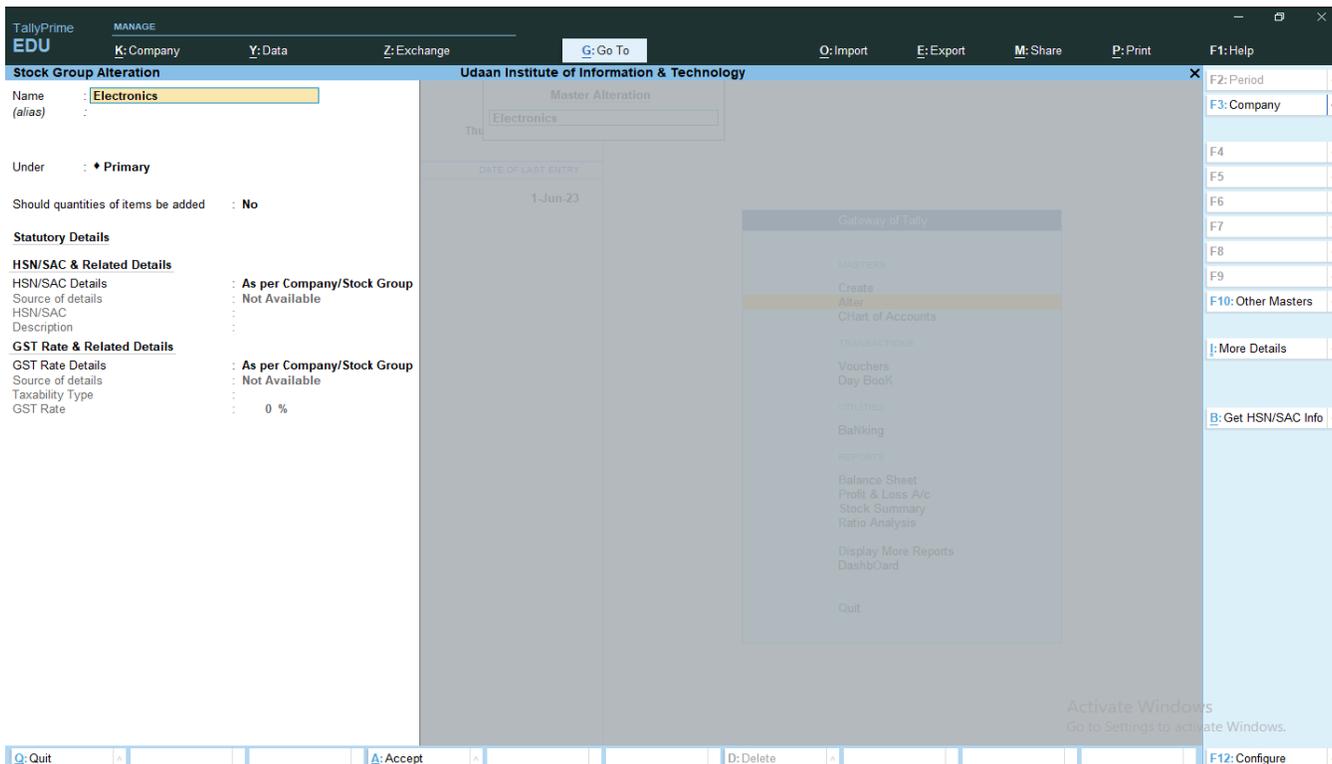
Activate Windows
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete 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"

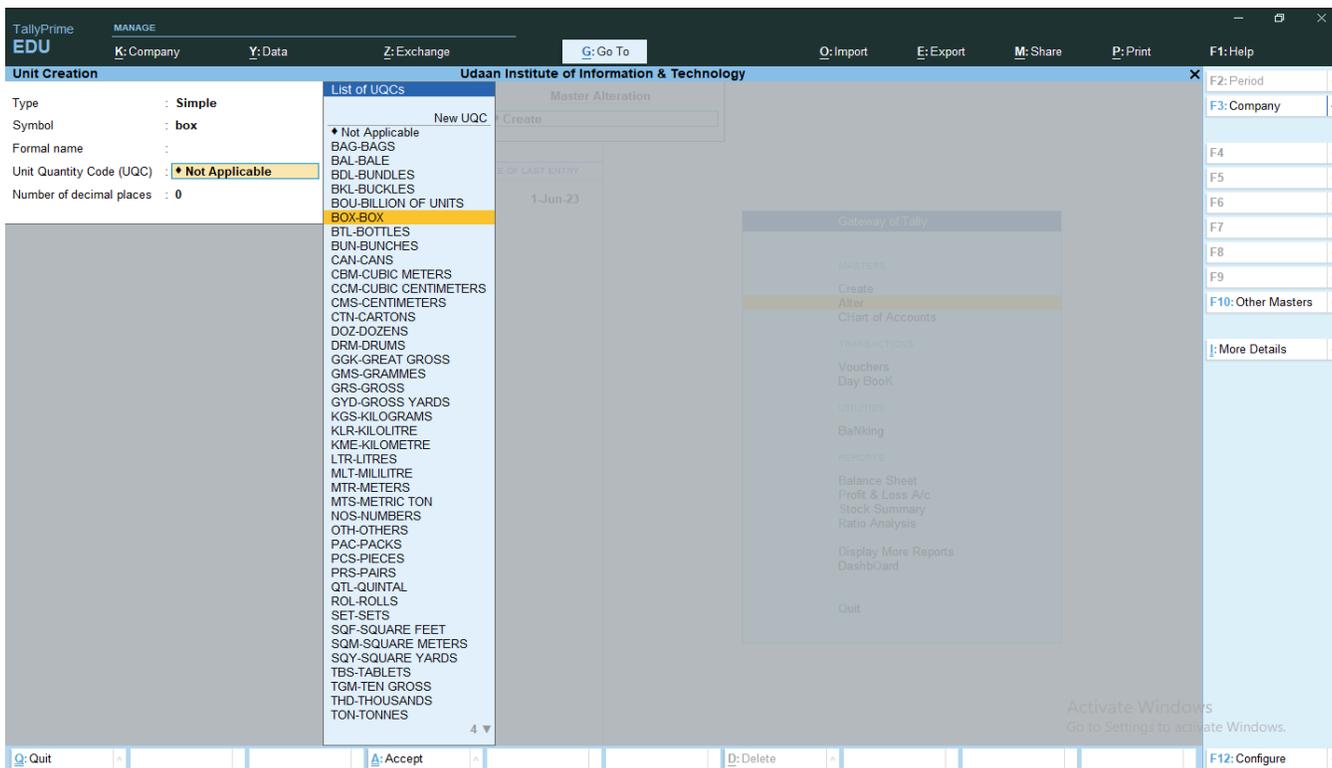
- Gateway of Tally > Create > Stock Group > Create > Electronics(You Can Also Create Other Stock Groups According To Your Product e.g. Furniture,Stationary Etc..) > Save(Ctrl+A)



UNIT

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

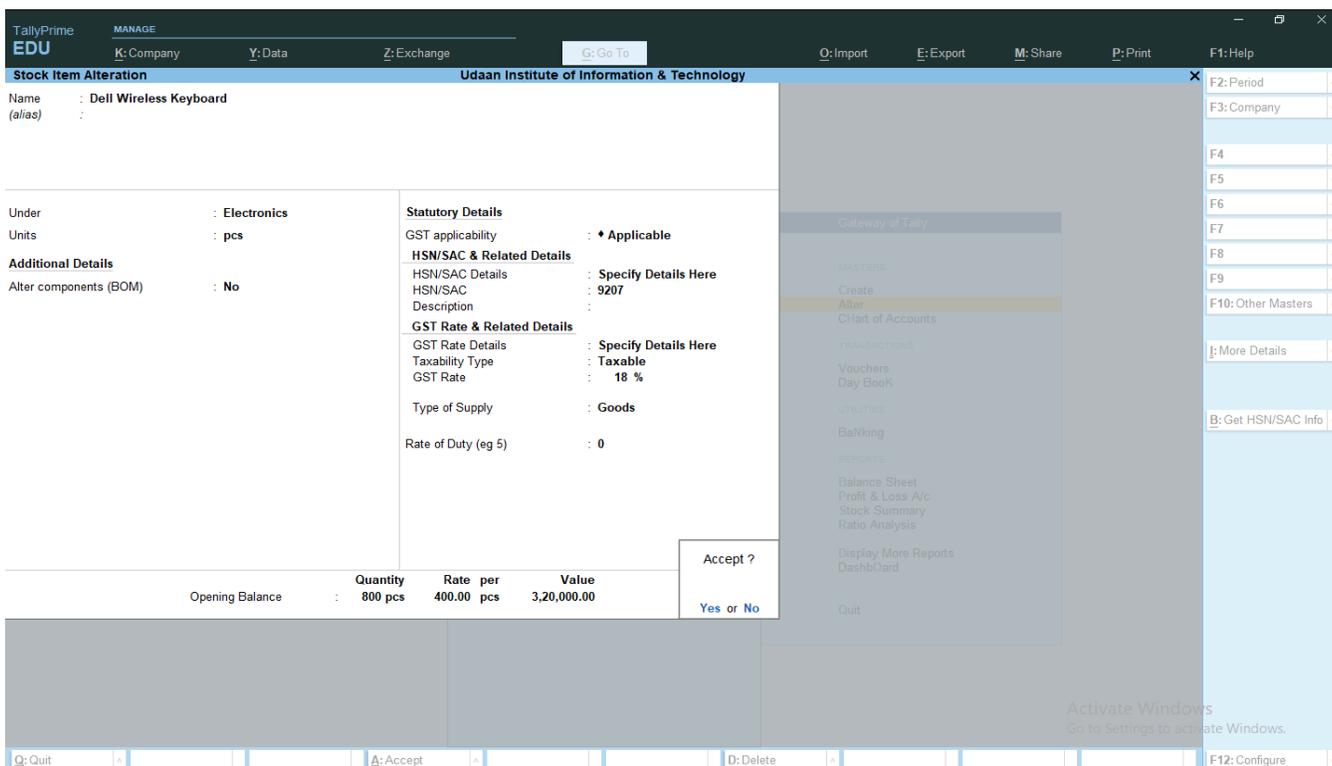
- Gateway of Tally > create > Unit > Box > UQC : Select Box > Save(Ctrl+A)



STOCK ITEM

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

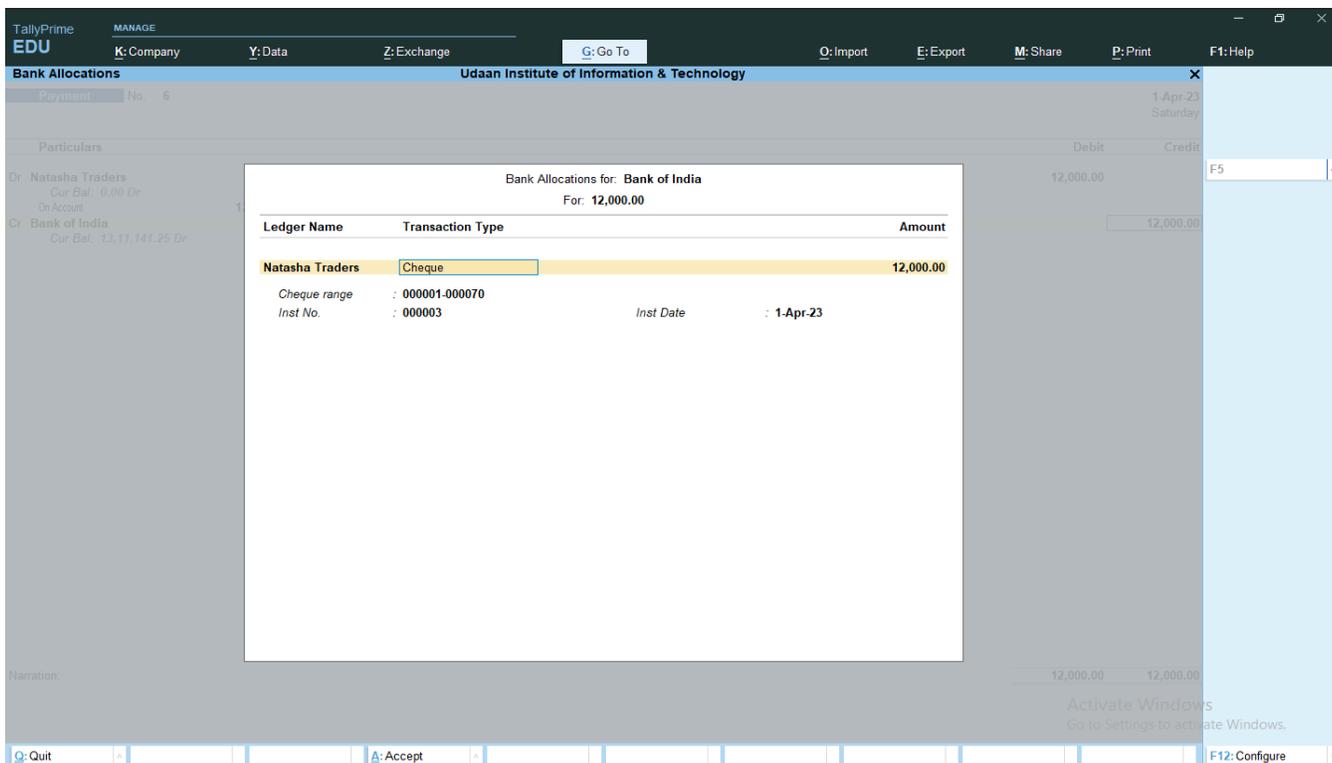
- Qty > Rate > Amount > Save Stock Item (Ctrl+A)

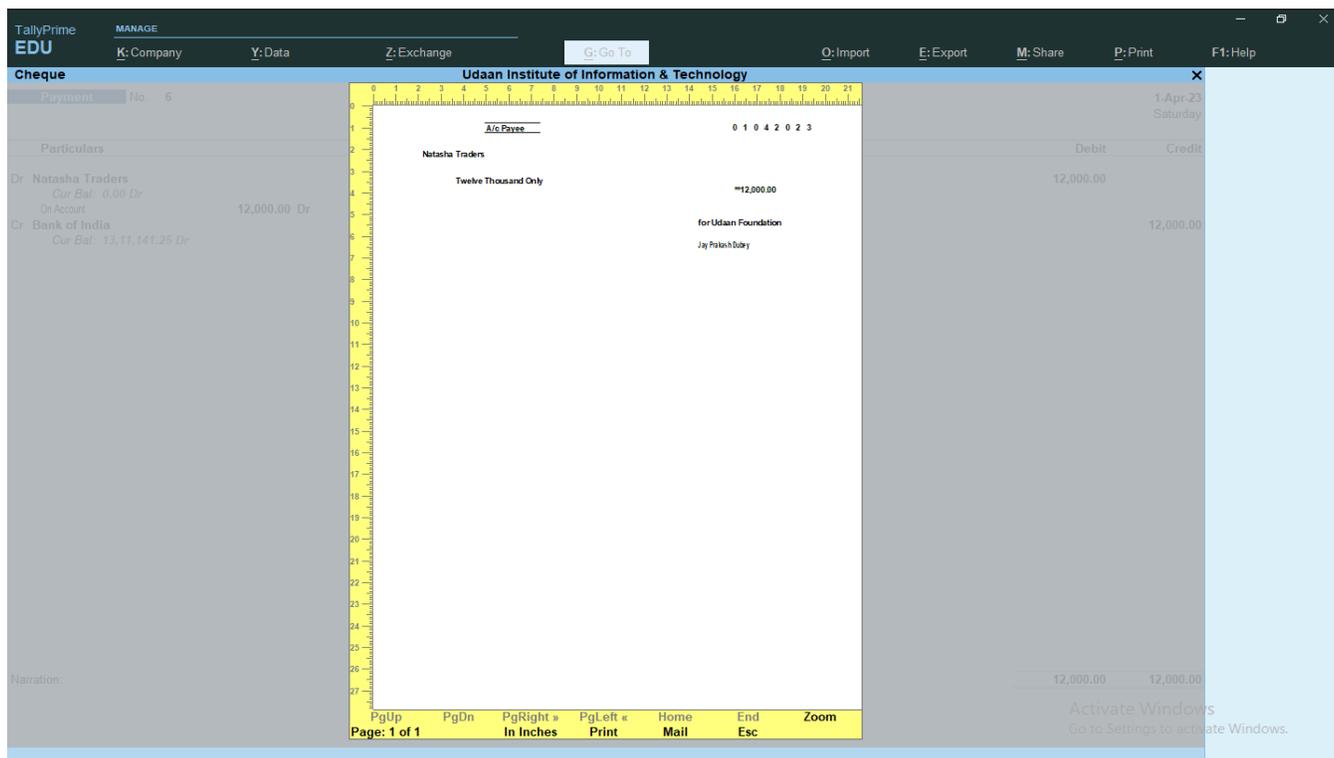


BASIC OF BANKING

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





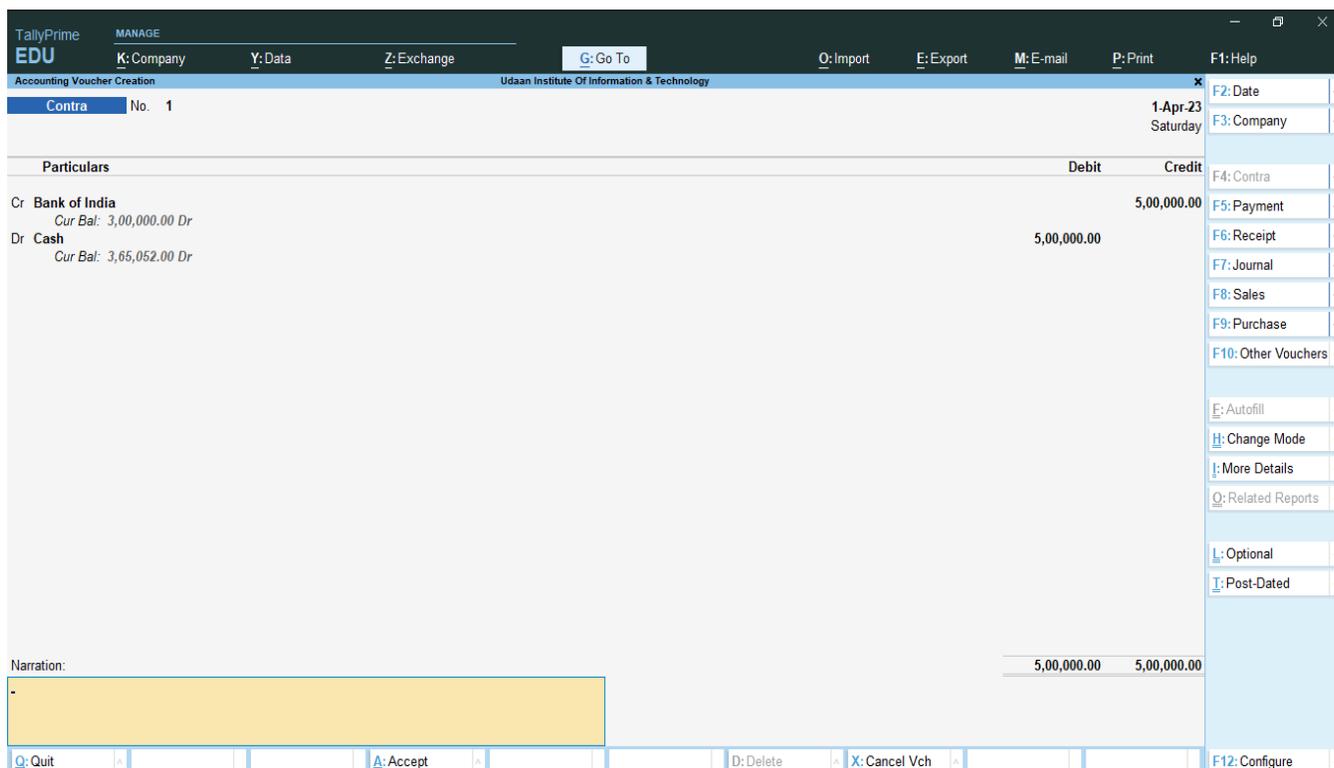
CONTRA (F4)

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)



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)

The screenshot displays the TallyPrime Accounting Voucher Creation window. The voucher is a Contra voucher (No. 2) dated 1-Apr-23 (Saturday). The entry is as follows:

Particulars	Debit	Credit
Cr Cash <i>Cur Bal: 2,15,052.00 Dr</i>		1,50,000.00
Dr Bank of India <i>Cur Bal: 4,50,000.00 Dr</i>	1,50,000.00	
Narration:		
	1,50,000.00	1,50,000.00

The interface includes a menu bar with options like 'Go To', 'Import', 'Export', 'E-mail', 'Print', and 'Help'. A right-hand pane contains various voucher types (F1-F10) and actions like 'Autofill', 'Change Mode', 'More Details', 'Related Reports', 'Optional', and 'Post-Dated'. The bottom status bar shows 'Quit', 'Accept', 'Delete', and 'Cancel Vch' options.

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
 EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help
 Accounting Voucher Alteration (Secondary) Udaan Institute Of Information & Technology

Contra No. 3 1-Apr-23 Saturday

Particulars	Debit	Credit
To Bank of India Cur Bal: 2,50,000.00 Dr		2,00,000.00
By State Bank of India Cur Bal: 2,00,000.00 Dr	2,00,000.00	
Narration:		
	2,00,000.00	2,00,000.00

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 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

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	INDIRECT TAXES
These are paid directly by the individual or entity to the central/state government	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: <ul style="list-style-type: none"> <input type="checkbox"/> Income Tax <input type="checkbox"/> Corporation Tax <input type="checkbox"/> Capital Gains Tax <input type="checkbox"/> Profession Tax <input type="checkbox"/> Property Tax <input type="checkbox"/> Road Tax <input type="checkbox"/> Stamp Duty 	Examples of Indirect Taxes in India are: <ul style="list-style-type: none"> <input type="checkbox"/> Goods and Services Tax (GST) <input type="checkbox"/> Value Added Tax (VAT) <input type="checkbox"/> Customs Duty <input type="checkbox"/> Excise Duty <input type="checkbox"/> Securities Transaction Tax <input type="checkbox"/> Dividend Distribution Tax <input type="checkbox"/> 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%

GST Rate Slabs	
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

ITC : Input Tax Credit

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)	
Purchase		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 - 45,000		= 4500/-
SGST	49,500 - 45,000		= 4500/-
	99,000/- 90,000/-		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/Igst 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).

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Party Details Udaan Institute of Information & Technology

Purchase No. 2
 Supplier Invoice No. Date 1-Apr-23 Saturday
 Party A/c name : Cash
 Current balance : 17,59,740.00 Dr
 Purchase ledger : Purchase
 Current balance : 3,77,500.00 Dr

Name of Item	Quantity	Rate per	Amount
Chairs	500 pcs	680.00 pcs	3,40,000.00

Party Details

Supplier (Bill from) : Pvc Furniture
 Mailing Name : Pvc Furniture
 Address : Lambha Ahmedabad

State : Gujarat
 Country : India
 GST Registration type : Regular
 GSTIN/UIN : 24KJHTD4518H125

Place of Supply : Gujarat

Provide GST/e-Way Bill details : No
 Narration: 500 pcs Activate 3,40,000.00
 Go to Settings to activate Windows.

Q: Quit A: Accept F12: Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase No. 2
 Supplier Invoice No. : Date : 1-Apr-23 Saturday
 Party A/c name : Cash
 Current balance : 17,59,740.00 Dr
 Purchase ledger : Purchase
 Current balance : 3,77,500.00 Dr

Name of Item	Quantity	Rate per	Amount
Chairs	500 pcs	680.00 pcs	3,40,000.00
Cgst			20,400.00
Sgst			20,400.00

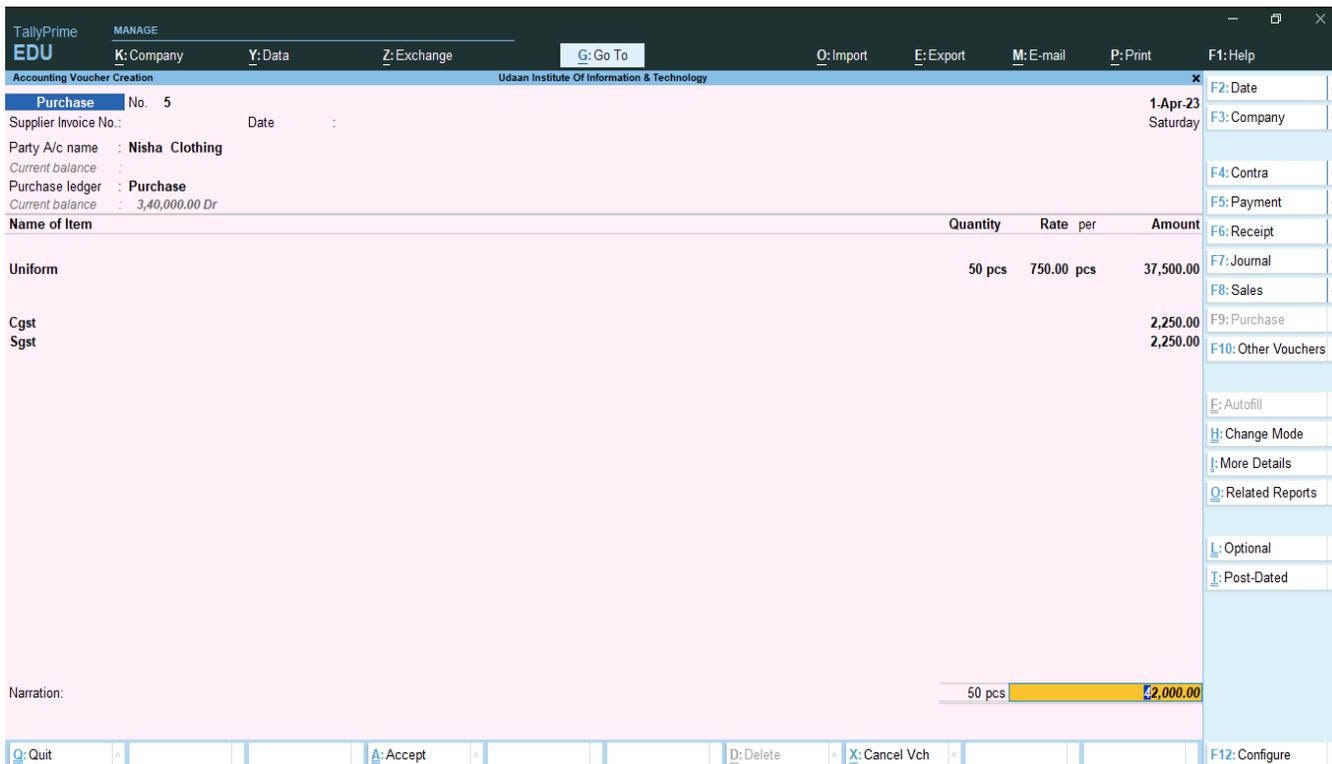
Provide GST/e-Way Bill details : No
 Narration: 500 pcs 3,40,000.00
 Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 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

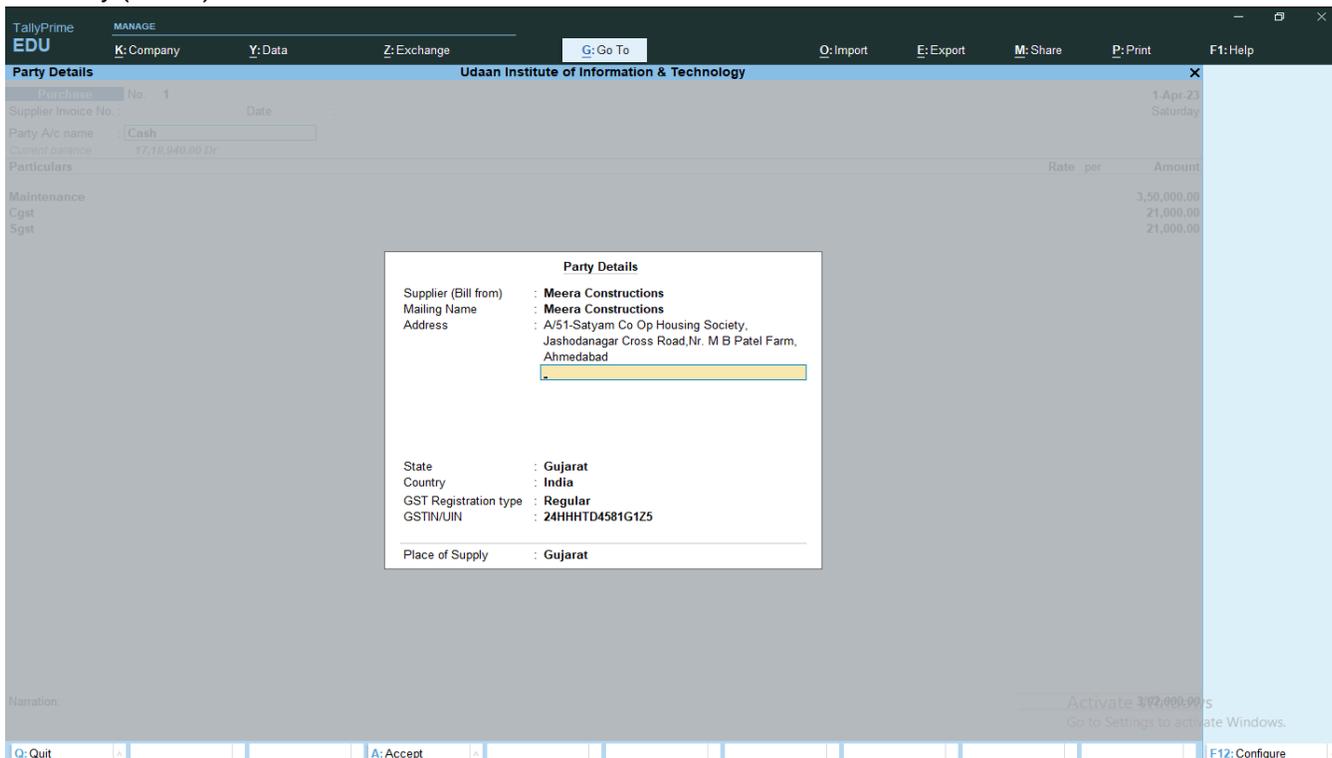
2. On Credit :

- 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).



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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase No. 1
Supplier Invoice No. : Date : 1-Apr-23 Saturday
Party A/c name : Cash
Current balance : 17,18,940.00 Dr

Particulars	Rate per	Amount
Maintenance		3,50,000.00
Cgst		21,000.00
Sgst		21,000.00

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate 3,92,000.00
Go to Settings to activate Windows.

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase No. 3
Supplier Invoice No. : Date : 1-Apr-23 Saturday
Party A/c name : Seema Furniture
Current balance :

Particulars	Rate per	Amount
furniture interior design		1,80,000.00
Cgst		10,800.00
Sgst		10,800.00

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate 2,01,600.00
Go to Settings to activate Windows.

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
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Purchase No. 6
Supplier Invoice No. : Date : 1-Apr-23 Saturday
Party A/c name : Tata Steel Ltd
Current balance :
Purchase ledger : Purchase
Current balance : 3,77,500.00 Dr

Name of Item	Quantity	Rate per	Amount
Tata Steelium	584 KG	55.00 KG	32,120.00
IGST			5,781.60
Total			37,901.60

Narration: 584 KG 37,901.60

Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Purchase No. 7
 Supplier Invoice No. : Date :
 Party A/c name : Laxmi Transport
 Current balance :
 Particulars Rate per Amount

Particulars	Rate per	Amount
Transportation Expense		42,000.00
IGST		5,040.00

Narration:
 -

Activate V47,040.00
 Go to Settings to activate Windows.

Quit Accept Delete Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F9: Purchase
 F10: Other Vouchers
 E: Autofill
 H: Change Mode
 J: More Details
 O: Related Reports
 L: Optional
 T: Post-Dated

SALES(F8)

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

Sales for Goods (Cgst/Sgst)

"Cgst/Igst 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Statutory Details Udaan Institute of Information & Technology X

Sales No. 2 1-Apr-23 Saturday

Party A/c name : Cash
 Current balance : 16,47,914.00 Dr
 Sales ledger : Sales A/c
 Current balance : 66,00,159.18 Cr

Name of Item	Quantity	Rate	per	Amount
Dell Wireless Keyboard	250 pcs	490.00	pcs	1,22,500.00
Cgst				11,025.00
Sgst				11,025.00

Additional Details : Local Sales - Taxable

e-Way Bill Details
 (e-Way Bill status : Generated)

e-Way Bill No. : 161000000518 Date : 1-Apr-23

Place of Party

Dispatch from : Ahmedabad
 Ship to : Ahmedabad

Transport Details

Transporter Name : Sktransport Transporter ID : 24HGTFR4595125

Part B Details

Mode : 1 - Road
 Doc/Lading/RR/AirWay No. :
 Date :
 Vehicle Number : DL01AB0123 Vehicle Type : R - Regular

Provide GST/e-Way Bill details : Yes

Narration: 250 pcs 1,44,550.00

Q: Quit A: Accept F12: Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology X

Sales No. 2 1-Apr-23 Saturday

Party A/c name : Cash
 Current balance : 16,47,914.00 Dr
 Sales ledger : Sales A/c
 Current balance : 66,00,159.18 Cr

Name of Item	Quantity	Rate	per	Amount
Dell Wireless Keyboard	250 pcs	490.00	pcs	1,22,500.00
Cgst				11,025.00
Sgst				11,025.00

Provide GST/e-Way Bill details : Yes

Narration: 250 pcs 1,44,550.00

Q: Quit A: Accept D: Delete X: Cancel Vch 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).

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Sales No. 4 1-Apr-23 Saturday

Party A/c name : Rukmani Traders
 Current balance : 5,203.00 Cr
 Sales ledger : Sales A/c
 Current balance : 66,00,159.18 Cr

Name of Item	Quantity	Rate	per	Disc %	Amount
Dell Wireless Keyboard	450 pcs	490.00	pcs	2 %	2,16,090.00
Cgst					19,448.10
Sgst					19,448.10

Provide GST/e-Way Bill/e-Invoice details: Yes

Narration: 450 pcs 2,54,986.20

Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 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

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute Of Information & Technology

Sales No. 1 1-Apr-23 Saturday

Party A/c name : Cash
 Current balance : 1,36,550.00 Cr

Particulars	Rate	per	Amount
Computer Repair	8,900.00		
Cgst	801.00		
Sgst	801.00		

Narration: 10,502.00

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 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

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
- 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help
 Accounting Voucher Alteration (Secondary) Udaan Institute Of Information & Technology

Sales No. 3 1-Apr-23 Saturday

Party A/c name : Hari Enterprise
 Current balance : 14,160.00 Dr

Particulars	Rate per	Amount
Graphic Design Course Package		12,000.00
Cgst		1,080.00
Sgst		1,080.00
		14,160.00

Provide e-Invoice details : No
 Narration:

Q: Quit A: 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Sales No. 5 1-Apr-23 Saturday

Party A/c name : Adani Group
Current balance :
Sales ledger : Sales A/c
Current balance : 3,43,000.00 Cr

Name of Item	Quantity	Rate per	Amount
Tata Steelium	123 KG	75.00 KG	9,225.00
IGST			1,660.50

Provide e-Invoice details : Yes

Narration: 123 KG 75.00 KG 9,225.00
- 1,660.50

10,885.50
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
E: Autofill
H: Change Mode
J: More Details
O: Related Reports
L: Optional
T: Post-Dated

Sales for Services (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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Sales No. 6 1-Apr-23 Saturday

Party A/c name : RUTVI TRANSPORT
Current balance : 8,850.00 Dr

Particulars	Rate per	Amount
TALLY COURSE PACKAGE		25,000.00
IGST		4,500.00

Provide e-Invoice details : No

Narration: 25,000.00
29,500.00
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
E: Autofill
H: Change Mode
J: More Details
O: Related Reports
L: Optional
T: Post-Dated

RECEIPT ENTRY (F6)

There Are Two Types Of Receipt Entry

- Cash Receipt

- **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)

The screenshot shows the 'Accounting Voucher Creation' window in TallyPrime. The voucher type is 'Receipt' (No. 2) dated '1-Apr-23 Saturday'. The company is 'Udaan Institute Of Information & Technology'. The voucher is in 'Double Mode Entry'.

Particulars	Debit	Credit
To Hari Enterprise Cur Bal: 0.00 Cr Agst Ref 3		14,160.00
By Cash Cur Bal: 2,29,212.00 Dr	14,160.00	
	14,160.00	14,160.00

Narration: [Empty text box]

Buttons at the bottom: Q: Quit, A: Accept, D: Delete, X: Cancel Vch, F12: 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)

The screenshot shows the 'Accounting Voucher Creation' window in TallyPrime. The voucher type is 'Receipt' (No. 3) dated '1-Apr-23 Saturday'. The company is 'Udaan Institute Of Information & Technology'. The voucher is in 'Single Mode Entry'.

Account : Bank of India
Current balance : 5,10,190.00 Dr

Particulars	Amount
Rukmani Traders Cur Bal: 0.00 Cr Agst Ref 4	2,60,190.00

Narration: [Empty text box]

Buttons at the bottom: Q: Quit, A: Accept, D: Delete, X: Cancel Vch, F12: Configure.

PAYMENT ENTRY (F5)

There Are Two Types Of Receipt Entry

- **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)

The screenshot shows the 'Accounting Voucher Creation' window in TallyPrime. The title bar indicates 'Udaan Institute of Information & Technology'. The voucher type is 'Payment' with number '1' and date '1-Apr-23 Saturday'. The 'Particulars' table shows a debit entry for 'Seema Furniture' (2,01,600.00) and a credit entry for 'Cash' (2,01,600.00). The 'Narration' field is empty. The bottom status bar shows 'Quit', 'Accept', 'Delete', 'Cancel Vch', and 'Configure' options.

Particulars	Debit	Credit
By Seema Furniture Cur Bal: 0.00 Dr Agst Ref 3	2,01,600.00 Dr	
To Cash Cur Bal: 27,612.00 Dr		2,01,600.00
Narration:		2,01,600.00 2,01,600.00

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

The screenshot shows the 'Accounting Voucher Creation' window in TallyPrime. The title bar indicates 'Udaan Institute of Information & Technology'. The voucher type is 'Payment' with number '2' and date '1-Apr-23 Saturday'. The 'Account' is 'Bank of India' with a current balance of 4,68,190.00 Dr. The 'Particulars' table shows a debit entry for 'Nisha Clothing' (42,000.00). The 'Narration' field is empty. The bottom status bar shows 'Quit', 'Accept', 'Delete', 'Cancel Vch', and 'Configure' options.

Particulars	Amount
Nisha Clothing Cur Bal: 0.00 Dr Agst Ref 4	42,000.00 Dr
Narration:	

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 Down	0.50 Mid Value	(+) 0.72 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).

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase No. 12 Date: 1-Apr-23 Saturday

Supplier Invoice No.: Date: Party A/c name: Radhika Elegance

Current balance: 46,67,037.25 Cr Purchase ledger: Purchase

Current balance: 63,41,960.18 Dr

Name of Item	Quantity	Rate per	Amount
Gold Biscuit	7 bar	6,47,300.59 bar	45,31,104.13
Cgst			67,966.56
Sgst			67,966.56
Round Off			(-)0.25

Provide GST/e-Way Bill details : No

Narration: 7 bar 6,67,037.00

Go to Settings to activate Windows.

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).

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Sales No. 9 1-Apr-23 Saturday

Party A/c name : Mukesh Jewellers
 Current balance : 29,91,672.00 Dr
 Sales ledger : Sales A/c
 Current balance : 52,17,935.78 Cr

Name of Item	Quantity	Rate per	Amount
Gold Biscuit	5 bar	7,58,900.36 bar	37,94,501.80
Cgst			56,917.53
Sgst			56,917.53
Round Off			0.14

Provide GST/e-Way Bill/e-Invoice details: No

Narration: 5 bar 39,08,337.00
 - Activate 39,08,337.00
 Go to Settings to activate Windows.

Quit Accept Delete Cancel Vch Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F9: Purchase
 F10: Other Vouchers
 F11: Autofill
 F12: Change Mode
 More Details
 Related Reports
 Optional
 Post-Dated

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 G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase No. 4
Supplier Invoice No. : 1-Apr-23 Saturday
Party A/c name : Nisha Clothing
Current balance :
Purchase ledger : Purchase
Current balance : 68,73,850.18 Dr

Name of Item	Quantity	Rate	per	Disc %	Amount
Uniform	50 pcs	750.00	pcs	3 %	36,375.00
Cgst					2,221.88
Sgst					2,221.88

Narration: 50 pcs Activate V 40,818.76
Go to Settings to activate Windows.

Quit Accept Delete Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
F11: More Details
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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Sales No. 4
Party A/c name : Rukmani Traders
Current balance :
Sales ledger : Sales A/c
Current balance : 59,56,269.18 Cr

Name of Item	Quantity	Rate	per	Disc %	Amount
Dell Wireless Keyboard	450 pcs	490.00	pcs	2 %	2,16,090.00
Cgst					19,845.00
Sgst					19,845.00

Provide GST/e-Way Bill/e-Invoice details: No

Narration: 450 pcs Activate V 2,55,780.00
Go to Settings to activate Windows.

Quit Accept Delete Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
F11: More Details
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
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Purchase No. 17
Supplier Invoice No. : Date :
Party A/c name : Logitech Ltd
Current balance :
Purchase ledger : Purchase
Current balance : 75,20,025.77 Dr

1-Apr-23 Saturday
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
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
F12: Configure

Name of Item	Quantity	Rate per	Amount
Monitors	52 pcs	12,000.00 pcs	6,24,000.00
Cgst			56,160.00
Sgst			56,160.00
Discount Received			(-1,32,000.00)

Provide GST/e-Way Bill details : No

Narration: 52 pcs Activate 7,35,000.00
Go to Settings to activate Windows.

Q: Quit A: 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
- 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).

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Sales No. 13 1-Apr-23 Saturday

Party A/c name : Balaji Textiles
 Current balance :
 Sales ledger : Sales A/c
 Current balance : 59,51,859.18 Cr

Name of Item	Quantity	Rate per	Amount
Printed Clothes	1,200 mtr	74.00 mtr	88,800.00
Cgst			5,328.00
Sgst			5,328.00
Discount Given			(-1,456.00)

Provide GST/e-Way Bill/e-Invoice details: No

Narration: 1,200 mtr 88,800.00

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F9: Purchase
 F10: Other Vouchers
 E: Autofill
 H: Change Mode
 J: More Details
 O: Related Reports
 L: Optional
 T: Post-Dated

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Debit Note No. 1 1-Apr-23 Saturday

Party A/c name : Samrudhi Tech
 Current balance : 7,080.00 Cr
 Ledger account : Purchase
 Current balance : 68,74,210.18 Dr

Name of Item	Quantity	Rate per	Amount
Mouses	3 pcs	120.00 pcs	360.00
Cgst			32.40
Sgst			32.40

Provide GST details : No

Narration: 3 pcs 424.80

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F9: Purchase
 F10: Other Vouchers
 E: Autofill
 H: Change Mode
 J: More Details
 O: Related Reports
 L: Optional
 T: Post-Dated

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)

The screenshot displays the 'Accounting Voucher Creation' window in TallyPrime. The voucher is a 'Credit Note' (No. 1) dated '1-Apr-23 Saturday'. The party is 'Suhani Clothings' with a current balance of '5,89,898.40 Dr'. The ledger account is 'Sales A/c' with a current balance of '59,60,065.18 Cr'. The item 'Printed Kurta' is entered with a quantity of 4 pcs, a rate of 949.00 per pcs, and a total amount of 3,796.00. GST details show Cgst at 227.76 and Sgst at 227.76. The total amount is 4,251.52. The narration field is empty. The bottom status bar shows '4 pcs' and 'Activate Windows'.

Name of Item	Quantity	Rate per	Amount
Printed Kurta	4 pcs	949.00 pcs	3,796.00
Cgst			227.76
Sgst			227.76
Total			4,251.52

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

TDS Nature of Payment Creation Udaan Institute

Name : Commission or brokerage

Section : 194h

Payment code : 94

Remittance code :

Rate for individuals/HUF
With PAN : 5 %

Rate for other deductee types
With PAN : 5 %

Threshold/exemption limit : 15000

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

TRANSACTIONS
Vouchers
Day Book

UTILITIES
Banking

REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis
Display More Reports

Quit

Activate Windows
Go to Settings to activate 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Journal No. 3

1-Apr-23
Saturday

Particulars	Debit	Credit
By Commission A/c Cur Bal: 24,000.00 Dr	24,000.00	
To Bhavin - Agent Cur Bal: 22,800.00 Cr New Ref 3 24,000.00 Cr New Ref 3 1,200.00 Dr		22,800.00
To Tds on Commission Cur Bal: 1,200.00 Cr		1,200.00
	24,000.00	24,000.00

Narration:

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

- 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information Technology

Payment No. 3 1-Apr-23 Saturday

Account : Cash
 Current balance : 12,47,426.15 Dr

Particulars	Amount
Bhavin - Agent	22,800.00
Cur Bal: 0.00 Dr	
Agst Ref 3	22,800.00 Dr
	22,800.00

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

- 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
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 & Technology

Payment No. 5 1-Apr-23 Saturday

Account : Cash
 Current balance : 8,23,612.00 Dr

Particulars	Amount
Tds on Commission	1,200.00
Cur Bal: 0.00 Dr	

TDS Nature of Payment Details

Type of Ref	Name	Nature of Payment	Paid Amount
Agst Ref Jrm1 / 3 / 21		Commission Or Brokerage	1,200.00 Cr
	Income Tax	1,200.00 Dr	
	Surcharge		
	Education Cess		
	Secondary Education Cess		
Total			1,200.00 Cr

(Note: Part bill payment will be considered as lower deduction in the E-returns)

Narration:

Quit Accept

Activate Windows
Go to Settings to activate Windows.

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Journal No. 1 1-Apr-23 Saturday

Particulars	Debit	Credit
By Profit & Loss A/c Cur Bal: 23,900.00 Cr	60,000.00	
To Furniture Cur Bal: 0.00 Cr		60,000.00
Narration:		
	60,000.00	60,000.00

Activate Windows
Go to Settings to activate Windows.

Q: Quit A: 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Receipt No. 5 1-Apr-23 Saturday

Account : Cash
Current balance : 9,47,612.00 Dr

Particulars	Amount
Land Property Cur Bal: 4,50,000.00 Cr	8,00,000.00
Narration:	
	8,00,000.00

Activate Windows
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

- Gateway Of Tally > Voucher > Journal (F7) > Particulars > By > Asset Name > Asset Profit Amount > To > Profit & Loss A/c > 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

Accounting Voucher Creation Udaan Institute of Information & Technology

Journal No. 2 1-Apr-23 Saturday

Particulars	Debit	Credit
By Land Property Cur Bal: 0.00 Dr	4,50,000.00	
To Profit & Loss A/c Cur Bal: 4,73,900.00 Cr		4,50,000.00
	4,50,000.00	4,50,000.00

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Inventory Voucher Creation Udaan Institute of Information and Technology

Stock Journal No. 1 1-Apr-23 Saturday

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Printed Clothes	10,000 mtr	40.00/mtr	4,00,000.00	Printed Kurta	4,000 pcs	750.00/pcs	30,00,000.00
	10,000 mtr		4,00,000.00		4,000 pcs		30,00,000.00

Narration:

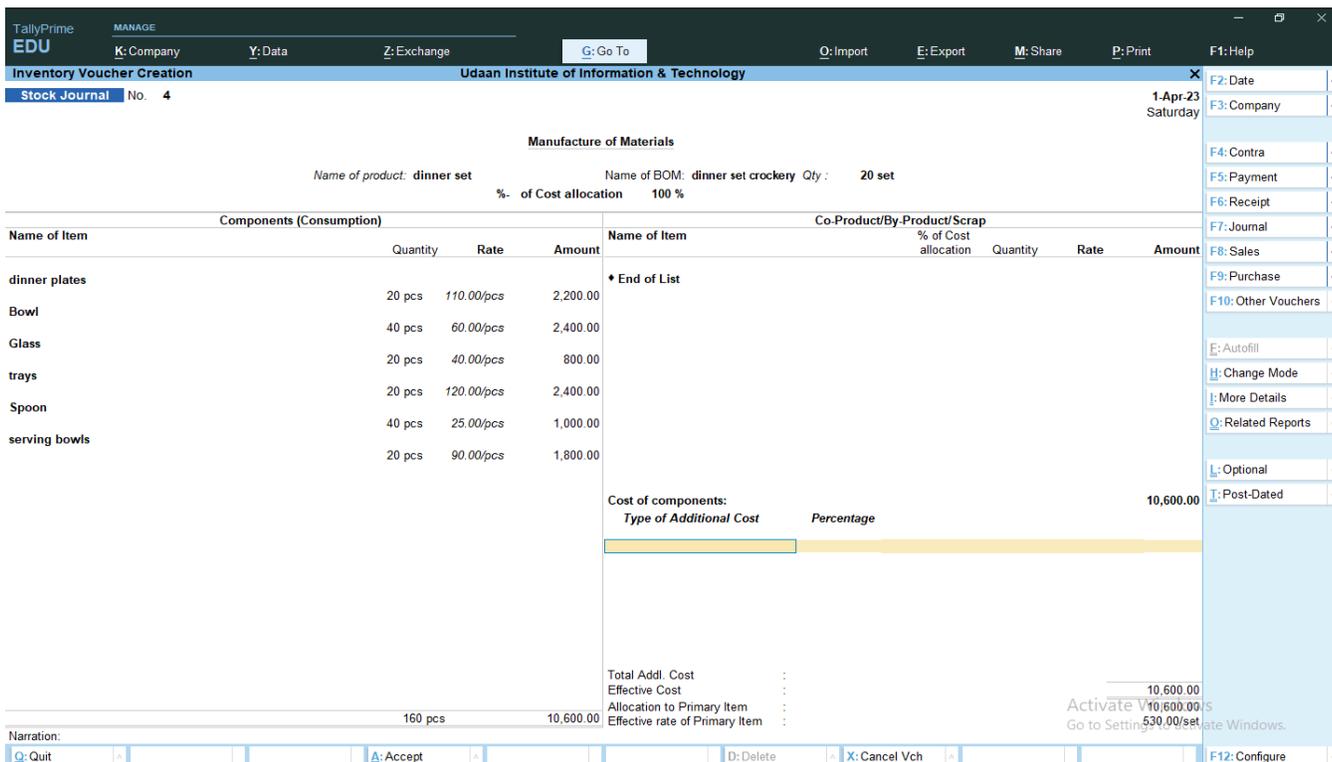
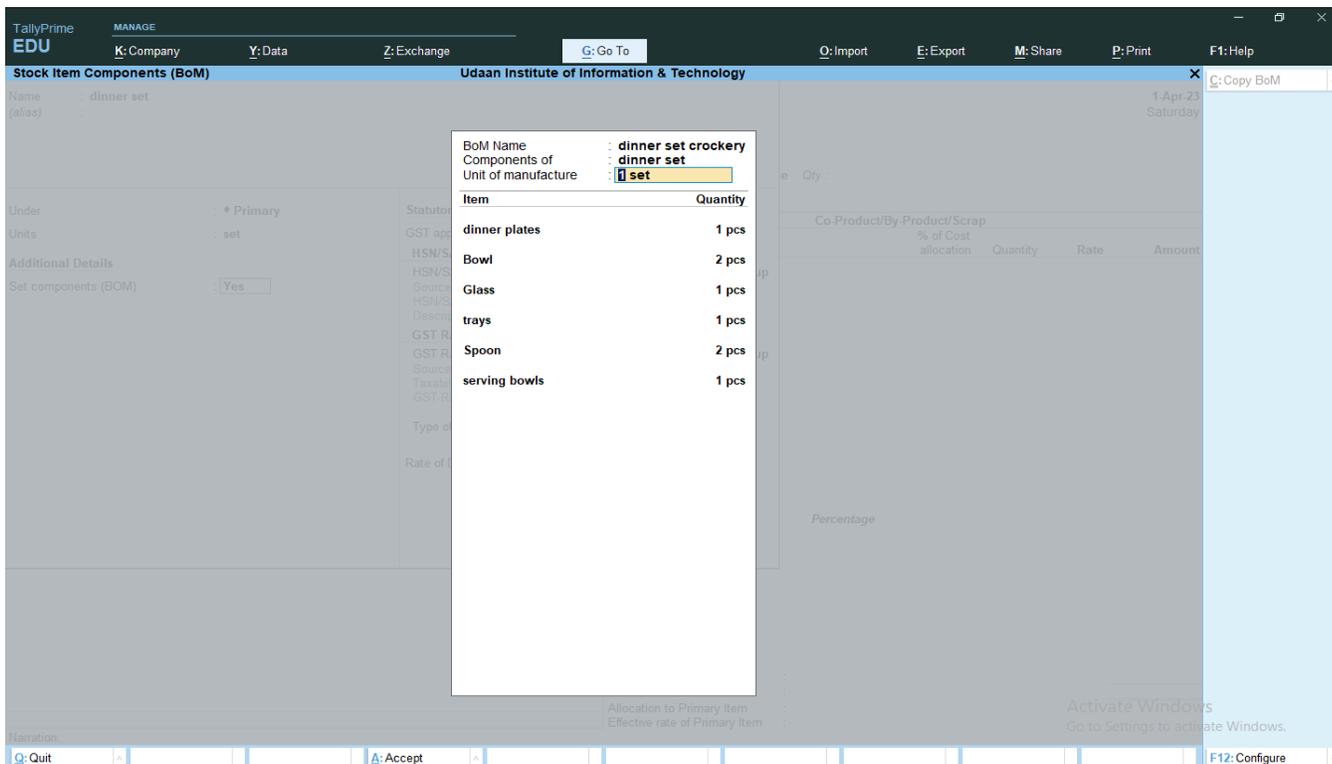
Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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

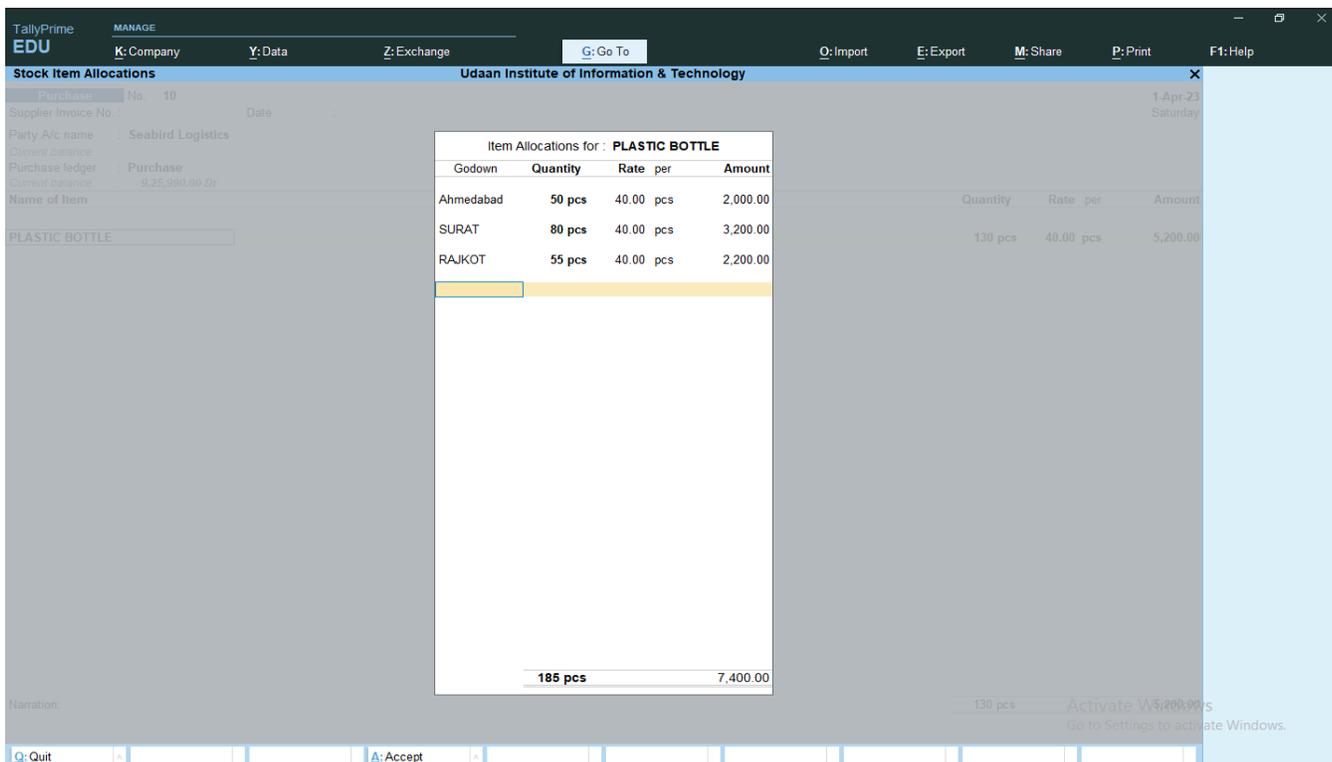
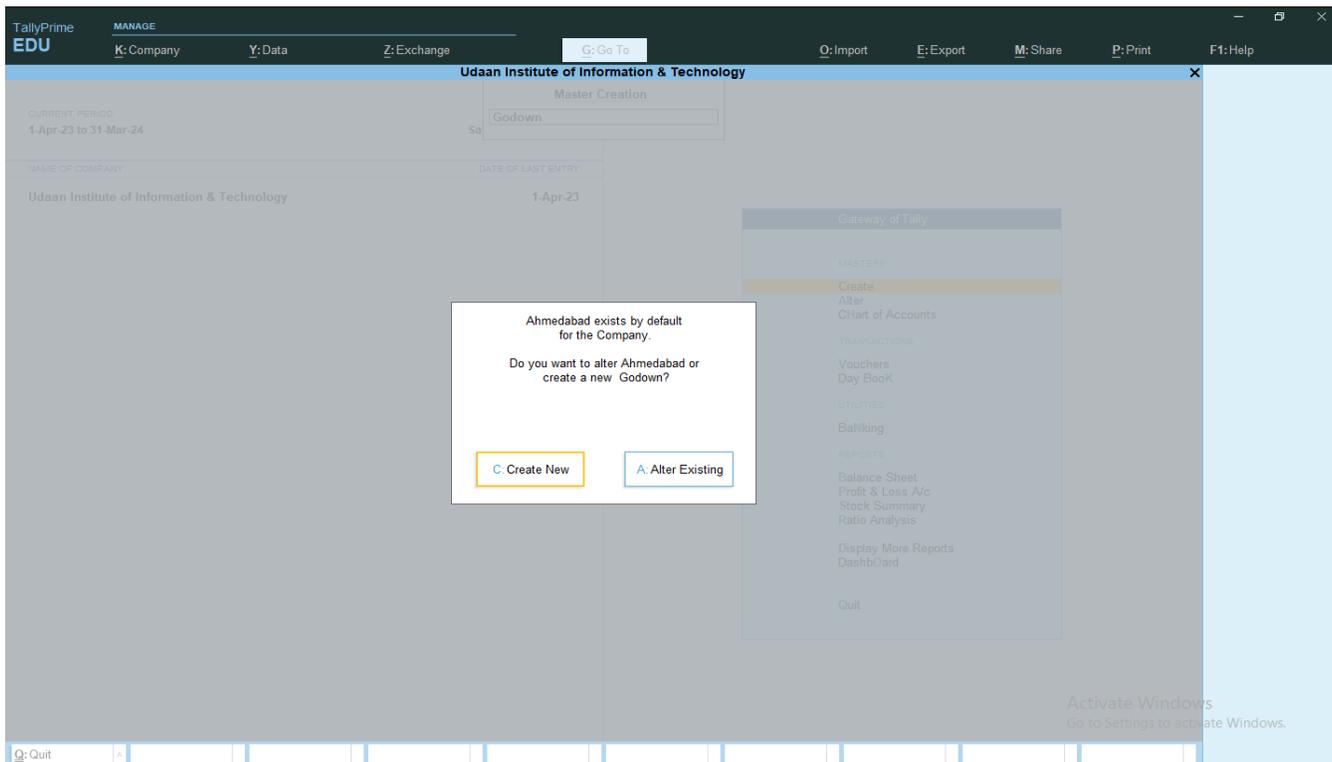


GODOWN / GODOWN TRANSFER ENTRY

“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



TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Stock Item Allocations Udaan Institute of Information & Technology

Sales No. 7 1-Apr-23 Saturday

Party A/c name: SUKANT ENTERPRISE
Current balance
Sales ledger: Sales A/c
Current balance: 3,52,225.00 Cr

Name of Item: dinner set

Item Allocations for : dinner set

Godown	Quantity	Rate per	Amount
Ahmedabad	5 set	850.00 set	4,250.00
			Quantity Rate per Amount
			5 set 850.00 set 4,250.00
			5 set 4,250.00

Narration:

Activate Windows
Go to Settings to activate Windows.

Q: Quit 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

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Inventory Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Stock Journal No. 5 1-Apr-23 Saturday

Destination Godown : RAJKOT Transfer of Materials (Inter- Godown)

Name of Item	Godown	Quantity	Rate	Amount
Dell Wireless Keyboard	Ahmedabad	500 pcs	347.83/pcs	1,73,915.00

Narration:

500 pcs 1,73,915.00

Activate Windows
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
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

Particulars		Udaan Institute of Information & Technology For 1-Apr-23 Closing Balance		
	Quantity	Rate	Value	
				39,01,183.69
Ahmedabad				
Bowl	(-)15 pcs	60.00		(-900.00)
Chairs	500 pcs	680.00		3,40,000.00
Dell Wireless Keyboard	1,100 pcs	347.83		3,82,608.69
dinner plates	2 pcs	110.00		220.00
dinner set	15 set	530.00		7,950.00
PLASTIC BOTTLE	50 pcs	40.00		2,000.00
Printed Clothes	2,540 mtr	40.00		1,01,600.00
Printed Kurta	4,000 pcs	750.00		30,00,000.00
serving bowls	5 pcs	90.00		450.00
Spoon	(-)16 pcs	25.00		(-400.00)
Tata Steelium	461 KG	55.00		25,355.00
trays	40 pcs	120.00		4,800.00
Uniform	50 pcs	750.00		37,500.00
RAJKOT	555 pcs	317.32	1,76,115.00	
Dell Wireless Keyboard	500 pcs	347.83		1,73,915.00
PLASTIC BOTTLE	55 pcs	40.00		2,200.00
SURAT	80 pcs	40.00	3,200.00	
PLASTIC BOTTLE	80 pcs	40.00		3,200.00
Grand Total	635 pcs		40,80,498.69	

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 Entry(Ctrl+A)
- check print preview > Check Invoice.

Voucher Type Creation		Udaan Institute of Information & Technology	
Name : Pos Invoice (alias) :			
General	Printing	Name of Class	
Select type of voucher : Sales	Print voucher after saving : Yes		
Abbreviation : Sale	Use for POS invoicing : Yes		
Activate this Voucher Type : Yes	Message to print (1) : thank you		
Method of Voucher Numbering : Automatic	Message to print (2) : visit again		
Numbering behaviour on insertion/deletion : Retain Original Voucher No.	Default title to print : Pos Invoice		
Set/Alter additional numbering details : No	Set/alter declaration : Yes		
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes			
Allow zero-valued transactions : No			
Allow narration in voucher : Yes			
Provide narrations for each ledger in voucher : No			
Enable default accounting allocations : No			
WhatsApp voucher after saving : No			

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Pos Invoice No. 1 1-Apr-23 Saturday

Godown : Main Location
 Party A/c name : Niva Pvt Ltd
 Sales Ledger : Sales A/c
 Current balance : 59,51,859.18 Cr

Name of Item	Quantity	Rate per	Amount
Printed Kurta	300 pcs	949.00 pcs	2,84,700.00
Cgst			17,082.00
Sgst			17,082.00
	300 pcs		3,18,864.00

Gift vouchers : * Not Applicable
 Credit/debit card : Bank of India 54,700.00 Card no. : 3141592653589793
 Cheque : State Bank of India 75,000.00 Bank name : State Bank of India Cheque no. : 000040
 Cash : Cash 1,89,164.00 Cash tendered : 1,89,164.00 Balance :
 Narration:

Quit Accept Delete Cancel Vch F12: Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Udaan Foundation
 401 Bhagirath Icon, Near Narol Aslali Highway
 Narol 382405 Ahmedabad
 GSTIN/UIN: 24AAARY0045P2Z5
 State Name : Gujarat, Code : 24
 E-Mail : uitahmedabad@gmail.com

Pos Invoice
 Bill No. : 1 Time : 20:49 hrs
 Date : 1-4-2023 User : udaan
 Buyer (Bill to) : Niva Pvt Ltd
 Address : Jashoda Nagar, Ahmedabad

Sl	Description	HSN/SAC	Qty	Rate	Amount
1	Printed Kurta	6211	300	949.00	284700.00
				Cgst	17082.00
				Sgst	17082.00
	Total		300		€ 318864.00
	CGST @6%	On		2,84,700.00	17,082.00
	SGST/UTGST @6%	On		2,84,700.00	17,082.00
	Total				34,164.00

Cr/Dr Card : 54700.00
 Card No : xxxx xxxx xxxx 9793
 Cheque : 75000.00
 Cheque No. : 000040, State Bank of India
 Cash : 189164.00
 Cash Tendered : 189164.00
 Total Paid : 318864.00

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
 thank you
 visit again

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Order Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase Order No. 1 1-Apr-23 Saturday

Party A/c name : Nishani Fabric
 Current balance : 5,61,792.00 Cr
 Purchase ledger : Purchase Order
 Current balance :

Order no. : 101

Name of Item	Quantity	Rate per	Amount
Cotton Plain Fabric	456 mtr	45.00 mtr	20,520.00
Cgst			1,231.20
Sgst			1,231.20

Narration: 456 mtr 22,992.40

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

Right Panel:
 F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F9: Purchase
 F10: Other Vouchers
 E: Autofill
 H: Change Mode
 J: More Details
 O: Related Reports
 L: Optional
 I: Post-Dated
 W: Pre-Close Order

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Party Details Udaan Institute of Information & Technology

Supplier Invoice No. 18 Date 1-Apr-23 Saturday

Party A/c name : Nishani Fabric
 Current balance : 5,61,792.00 Cr
 Purchase ledger :
 Current balance :

Receipt Details

Receipt Note No(s) : Receipt Doc No. :
 Dispatched through :
 Destination :
 Carrier Name/Agent :
 Bill of Lading/LR-RR No.: Date:
 Motor Vehicle No. :

Order Details

Order No(s) : 101 Date: 1-Apr-23 Mode/Terms of Payment:
 Other References :
 Terms of Delivery :

Narration: Activate Windows

Q: Quit A: Accept

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration Udaan Institute of Information & Technology

Purchase No. 18
Supplier Invoice No. : 101 Date : 1-Apr-23 1-Apr-23 Saturday

Party A/c name : Nishani Fabric
Current balance : 5,84,774.40 Cr
Purchase ledger : Purchase
Current balance : 81,64,545.77 Dr

Name of Item	Quantity	Rate per	Amount
Cotton Plain Fabric	456 mtr	45.00 mtr	20,520.00
Cgst			1,231.20
Sgst			1,231.20
Round Off			(-)0.40

Narration: -

456 mtr Activate V 22,992.00
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
E: Autofill
H: Change Mode
J: More Details
Q: Related Reports
L: Optional
I: Post-Dated
W: Pre-Close Order

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
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Order Voucher Creation Udaan Institute of Information & Technology

Sales Order No. 1 1-Apr-23 Saturday

Party A/c name : Zebronics
Current balance : Order no. : 125
Sales ledger : Sales Order
Current balance :

Name of Item	Quantity	Rate per	Amount
Monitors	10 pcs	15,000.00 pcs	1,50,000.00
Cgst			13,500.00
Sgst			13,500.00

Narration: 10 pcs Activate 1,77,000.00
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
E: Autofill
H: Change Mode
J: More Details
Q: Related Reports
L: Optional
I: Post-Dated
W: Pre-Close Order

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Party Details Udaan Institute of Information & Technology X

Sales No. 14 1-Apr-23 Saturday

Party A/c name : Zebtronics
Current balance : 1,77,000.00 Dr
Sales ledger : Sales A/c
Current balance : 63,25,194.18 Cr

Name of Item	Quantity	Rate per	Amount
Monitors	10 pcs	15,000.00 pcs	1,50,000.00
Cgst			13,500.00
Sgst			13,500.00

Dispatch Details

Delivery Note No(s) : **Not Applicable**
 Dispatch Doc No. :
 Dispatched through :
 Destination :
 Carrier Name/Agent :
 Bill of Lading/LR-RR No.: Date:
 Motor Vehicle No. :

Order Details

Order No(s) : 125
 Mode/Terms of Payment:
 Date: 1-Apr-23
 Other References :
 Terms of Delivery :

Provide GST/e-Way Bill/e-Invoice details: No

Narration: 10 pcs Activate 1,77,000.00
Go to Settings to activate Windows.

Q: Quit A: Accept

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology X

Sales No. 14 1-Apr-23 Saturday

Party A/c name : Zebtronics
Current balance :
Sales ledger : Sales A/c
Current balance : 63,25,359.18 Cr

Name of Item	Quantity	Rate per	Amount
Monitors	10 pcs	15,000.00 pcs	1,50,000.00
Cgst			13,500.00
Sgst			13,500.00

F2: Date <

F3: Company <

F4: Contra <

F5: Payment <

F6: Receipt <

F7: Journal <

F8: Sales <

F9: Purchase <

F10: Other Vouchers <

E: Autofill <

H: Change Mode <

J: More Details <

O: Related Reports <

L: Optional <

T: Post-Dated <

Provide GST/e-Way Bill/e-Invoice details: No

Narration: 10 pcs Activate 1,77,000.00
Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch 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 > Supervisor : 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

Budget Creation

Name : Company Budget 23-24
Under : • Primary

Period of Budget		Set / Alter Budgets of		
From:	To:	Groups	Ledgers	Cost Centres
1-Apr-23	1-Oct-23	Yes	Yes	Yes

Accept ?
Yes or No

Accounting Voucher Creation

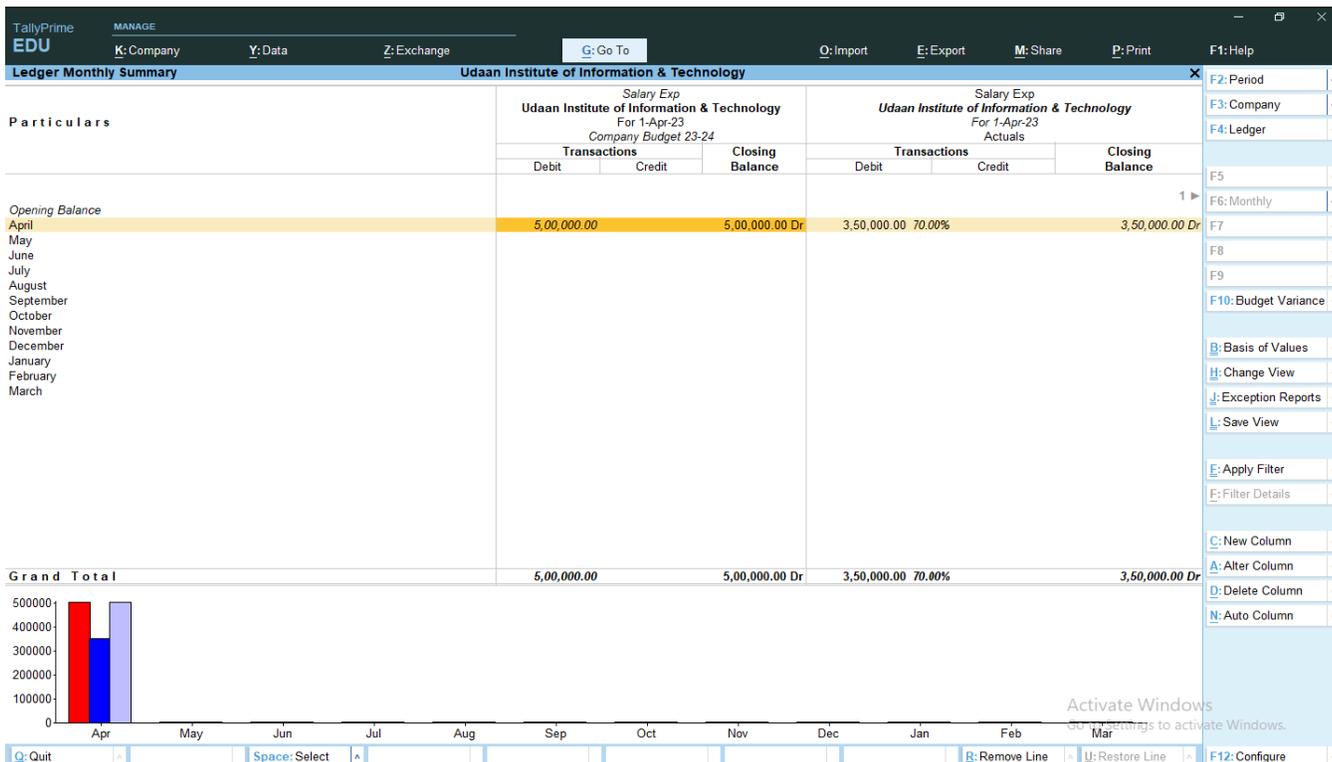
Payment No. 8
Date: 1-Apr-23 Saturday

Account : Cash
Current balance : 12,97,914.00 Dr

Particulars	Amount
Salary Exp	3,50,000.00
Cur Bal: 3,50,000.00 Dr	
Manager	2,40,000.00 Dr
Supervisor	1,10,000.00 Dr

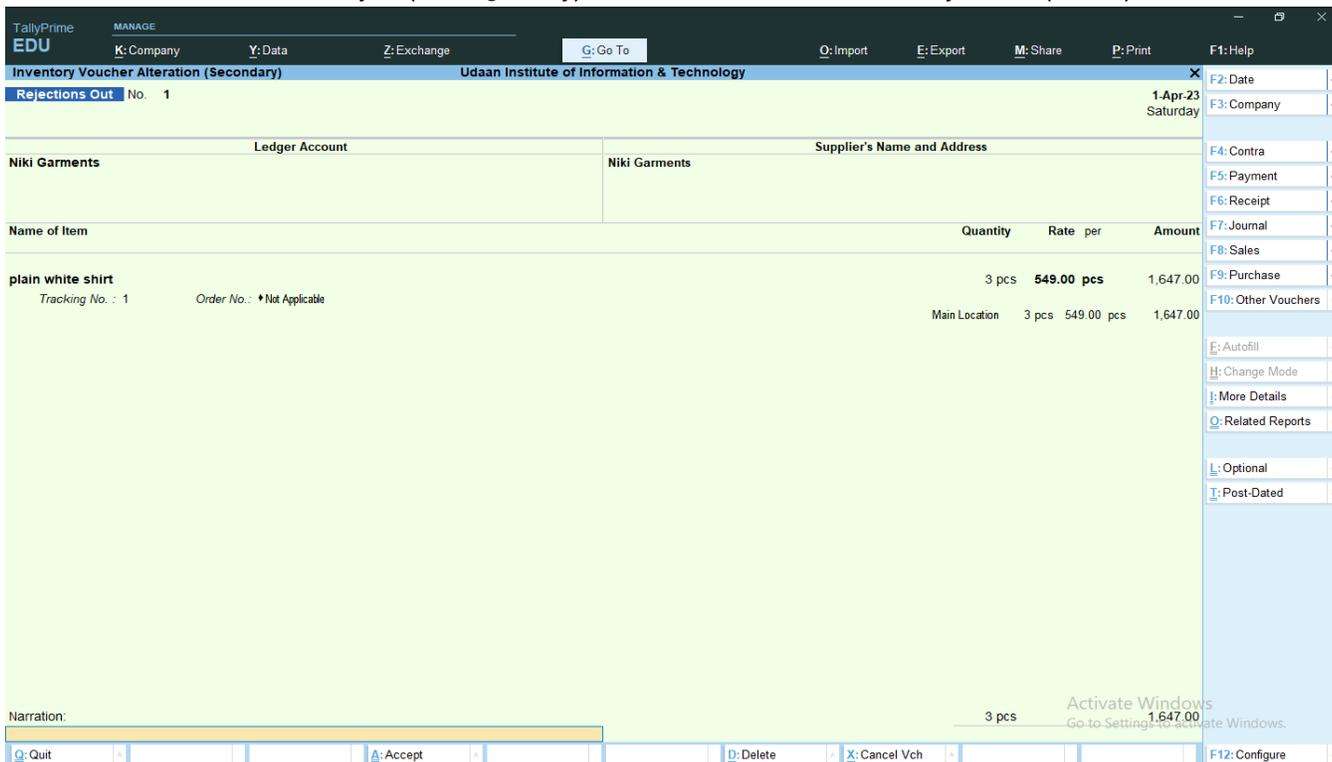
Narration:

3,50,000.00

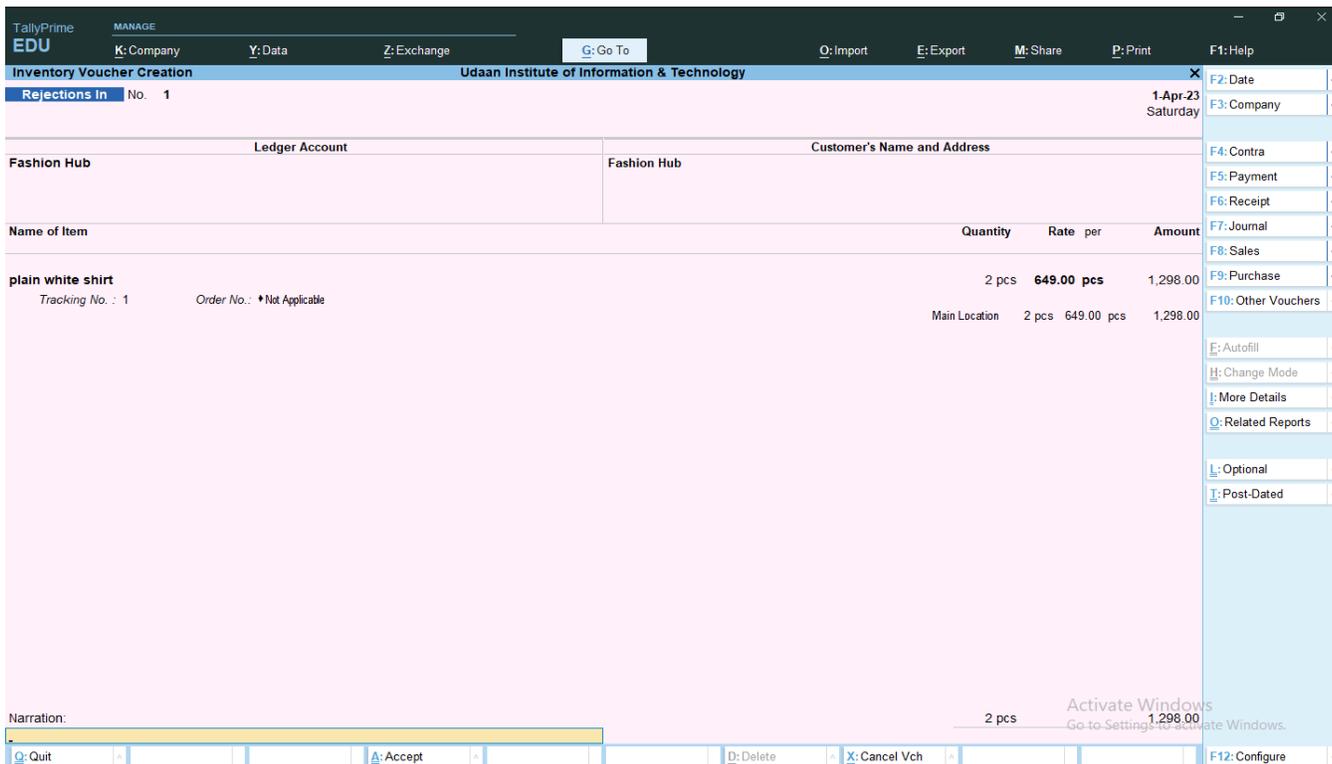


REJECTION IN/OUT

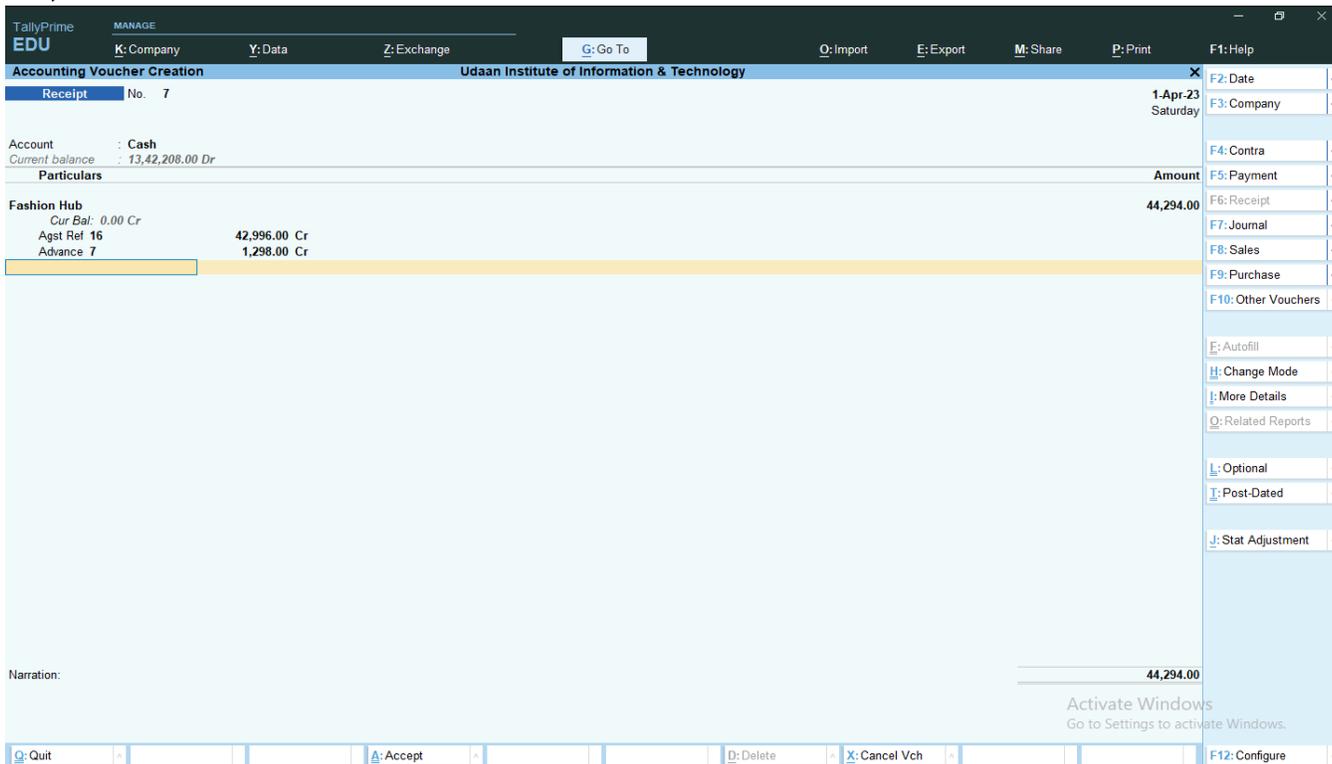
- Gateway Of Tally > Vouchers > Purchase(F9) > Purchase Normally > Save Entry > Vouchers > Other Vouchers(F10) > Show Inactive
- **Rejection Out**(let's Assume Out of 75 Shirts 3 Shirts Are Damaged In Purchase) > Enter > Name Of The Purchase Party > Name of Item : Plain White Shirt > Qty : 3(Damaged Qty) > Rate Will Come Automatically > Save(Ctrl+A)



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



- 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)



- 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Payment No. 9 1-Apr-23 Saturday

Account : Cash
 Current balance : 12,98,974.00 Dr

Particulars	Amount
Niki Garments	43,234.00
Cur Bal: 0.00 Dr	
Agst Ref 19 41,587.00 Dr	
Advance 9 1,647.00 Dr	

Narration:

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Inventory Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Physical Stock No. 1 1-May-23 Monday

Physical Stock Verification

Name of Item	Godown	Batch/Lot No.	Mfg Dt.	Expiry Date	Quantity	Amount
Bottle	Main Location				140 pcs	

Narration:

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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)

Stock Item Creation Udaan Institute of Information & Technology

Name : **Damage Bottle**
(alias) :

Under : **Scrap Product**
Units : **pcs**

Additional Details
Set components (BOM) : **No**

Statutory Details
GST applicability : **Applicable**

HSN/SAC & Related Details
HSN/SAC : **Specify Details Here**
HSN/SAC : **2414**
Description :

GST Rate & Related Details
GST Rate Details : **Specify Details Here**
Taxability Type : **Taxable**
GST Rate : **12 %**
Type of Supply : **Goods**
Rate of Duty (eg 5) : **0**

	Quantity	Rate per	Value
Opening Balance	10 pcs	99.00 pcs	990.00

Accept ?
Yes or No

Gateway of Tally
Business
Create
Alter
Chart of Accounts
Transactions
Vouchers
Day Book
Banking
Reports
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis
Display More Reports
Dashboard
Quit

Activate Windows
Go to Settings to activate Windows.

Q: Quit | A: Accept | D: Delete | F12: Configure

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

Voucher Type Creation Udaan Institute of Information & Technology

Name : **Damage Goods for Sales**
(alias) :

General
Select type of voucher : **Sales**
Abbreviation : **Sale**
Activate this Voucher Type : **Yes**
Method of Voucher Numbering : **Automatic**
Numbering behaviour on insertion/deletion : **Renumber Vouchers**
Set/Alter additional numbering details : **No**
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : **No**
Use effective dates for vouchers : **No**
Allow zero-valued transactions : **No**
Make this voucher type as 'Optional' by default: **No**
Allow narration in voucher : **Yes**
Provide narrations for each ledger in voucher : **No**
Enable default accounting allocations : **No**
WhatsApp voucher after saving : **No**

Printing
Print voucher after saving : **No**
Use for POS invoicing : **No**
Default title to print :
Default bank : **Not Applicable**
Default jurisdiction :
Set/alter declaration : **No**

Name of Class

Accept ?
Yes or No

Quit

Activate Windows
Go to Settings to activate Windows.

Q: Quit | A: Accept | 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Damage Goods for Sales No. 1 1-May-23 Monday

Party A/c name : Jay Balaji Scrap Store
 Current balance :
 Sales ledger : Sales A/c
 Current balance : 66,42,344.18 Cr

Name of Item	Quantity	Rate per	Amount
Damage Bottle	10 pcs	85.00 pcs	850.00
• End of List			

Provide e-Invoice details : No

Narration: 10 pcs 850.00 850.00

Go to Settings to activate Windows.

Quit Accept Delete Cancel Vch Configure

F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F9: Purchase
 F10: Other Vouchers
 F11: Autofill
 F12: Change Mode
 More Details
 Related Reports
 Optional
 Post-Dated

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Purchase No. 14
Supplier Invoice No. : Date :
Party A/c name : Pankaj Provision Store
Current balance :
Purchase ledger : Purchase
Current balance : 68,66,960.18 Dr

1-Apr-23 Saturday

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		
Toothbrush	100 PAC	50 PAC	25.00 PAC	1,250.00
Cgst				31.25
Sgst				31.25
	100 PAC	50 PAC		1,312.50

Narration:
Buy One Get One Free

Quit Accept Delete Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
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

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 G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Sales No. 11
Party A/c name : Jay General Store
Current balance : 472.50 Dr
Sales ledger : Sales A/c
Current balance : 54,33,370.18 Cr

1-Apr-23 Saturday

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		
Toothbrush	30 PAC	15 PAC	30.00 PAC	450.00
Cgst				11.25
Sgst				11.25
	30 PAC	15 PAC		472.50

Provide e-Invoice details : No

Narration:
Buy One Get One Free

Quit Accept Delete Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
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

Activate Windows
Go to Settings to activate Windows.

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)

The screenshot shows the 'Voucher Type Alteration' window in TallyPrime. The window title is 'Udaan Institute of Information & Technology'. The voucher type is set to 'Purchase'. The 'General' tab is active, showing various settings for the voucher type. The 'Printing' tab is also visible, showing 'Print voucher after saving' set to 'No'. The 'Name of Class' field is empty. The 'Quit' button is visible at the bottom right of the window.

General	Printing	Name of Class
Select type of voucher : Purchase	Print voucher after saving : No	
Abbreviation : Purc		
Activate this Voucher Type : Yes		
Method of Voucher Numbering : Automatic		
Numbering behaviour on insertion/deletion : Retain Original Voucher No.		
Set/Alter additional numbering details : No		
Show unused vch nos. in transactions for		
Retain Original Voucher No. behaviour : Yes		
Use effective dates for vouchers : No		
Allow zero-valued transactions : Yes		
Make this voucher type as 'Optional' by default: No		
Allow narration in voucher : Yes		
Provide narrations for each ledger in voucher : No		
Track Additional Costs for Purchases : No		
Enable default accounting allocations : No		
WhatsApp voucher after saving : No		

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Purchase No. 13
Supplier Invoice No. : Date : 1-Apr-23 Saturday
Party A/c name : Phone Wala
Current balance : 6,19,500.00 Cr
Purchase ledger : Purchase
Current balance : 81,64,545.77 Dr

Name of Item	Quantity	Rate per	Amount
vivo Y28 5G	42 pcs	12,500.00 pcs	5,25,000.00
Mobile Cover	42 pcs		
			5,25,000.00
Cgst			47,250.00
Sgst			47,250.00

Provide GST/e-Way Bill details : Yes

Narration: 84 pcs Activate 6,19,500.00
Buy One Get Another Product Free
Go to Settings to activate Windows.

Quit Accept Delete 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Voucher Type Alteration Udaan Institute of Information & Technology

Name : Sales
(alias) :

General	Printing	Name of Class
Select type of voucher : Sales	Print voucher after saving : No	
Abbreviation : Sale		
Activate this Voucher Type : Yes	Use for POS invoicing : No	
Method of Voucher Numbering : Automatic	Default title to print : No	
Numbering behaviour on insertion/deletion : Retain Original Voucher No.	Default bank : Not Applicable	
Set/Alter additional numbering details : No	Default jurisdiction : No	
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes	Set/alter declaration : No	
Use effective dates for vouchers : No		
Allow zero-valued transactions : Yes		
Make this voucher type as 'Optional' by default: No		
Allow narration in voucher : Yes		
Provide narrations for each ledger in voucher : No		
Enable default accounting allocations : No		
WhatsApp voucher after saving : No		

Quit Accept Delete F12: Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Sales No. 10 1-Apr-23 Saturday

Party A/c name : Jagdish Mobiles
 Current balance : 2,38,932.30 Dr
 Sales ledger : Sales A/c
 Current balance : 54,32,920.18 Cr

Name of Item	Quantity	Rate per	Amount
vivo Y28 5G	15 pcs	13,499.00 pcs	2,02,485.00
Mobile Cover	15 pcs		
			2,02,485.00
Cgst			18,223.65
Sgst			18,223.65

Provide GST/e-Way Bill/e-Invoice details: No

Narration: 30 pcs 2,38,932.30
 Buy One Get Another Product Free

Q: Quit A: 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 Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Voucher Type Class Udaan Institute of Information & Technology

Name : Class: S.I.

Use Class for Interest Accounting : Yes
 Amounts to be treated as Compound Interest : No
 If you wish to restrict the groups to which this class can be used, specify them here.

Exclude these Groups: Include these Groups:

Default Accounting Allocations for all items in Invoice (except for the items specified below)

Ledger Name	Set/Alter	Percentage %	Rounding Method	Rounding Limit	Override using Item Default ?
	Tax Class ?				

Additional Accounting Entries (e.g. Taxes / Other charges) to be added in Invoice

Ledger Name	Type of Calculation	Value Basis	Rounding Method	Rounding Limit	Remove if Zero ?

Q: Quit A: 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Interest Parameters Udaan Institute of Information & Technology

Name : Laxmi General Store (alias)

Under : Sundry Creditors (Current Liabilities)

Mailing Details : Laxmi General Store

Name : Laxmi General Store
Address :
State : Gujarat
Country : India
Pincode :

Banking Details

Calculate Interest Transaction-by-Transaction : **Yes**
Override Parameters for each Transaction : **No**
Include transaction date for interest calculation:
For amounts added : **No**
For amounts deducted : **No**
Rate : **3 % per Calendar Month** on **Credit Balances Only**

Opening Balance (on 1-Apr-23) :

Quit Accept F12: Configure

- 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

Interest Parameters Udaan Institute of Information & Technology

Name : Mehul Grocery Store (alias)

Under : Sundry Debtors (Current Assets)

Mailing Details : Mehul Grocery Store

Name : Mehul Grocery Store
Address :
State : Gujarat
Country : India
Pincode :

Banking Details

Calculate Interest Transaction-by-Transaction : **Yes**
Override Parameters for each Transaction : **No**
Include transaction date for interest calculation:
For amounts added : **No**
For amounts deducted : **No**
Rate : **5 % per Calendar Month** on **Debit Balances Only**

Interest Balances
All Balances
Credit Balances Only
Debit Balances Only

Quantity Rate per Amount

1-Jun-23 Thursday

Activate Windows
Go to Settings to activate Windows.

Quit Accept F12: Configure

- 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

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Ledger Interest Calculation Udaan Institute of Information & Technology X
 Ledger : **Laxmi General Store** 1-Apr-23 to 1-Aug-23

Date	Ref. No.	Opening Amount	Pending Amount	Interest
1-Jun-23	21	20,081.00 Cr	20,081.00 Cr	1,204.86 Cr
20,081.00 Cr 2-Jun-23 1-Aug-23 61 days 3 % 1,204.86 Cr				

20,081.00 Cr 20,081.00 Cr 1,204.86 Cr

Q: Quit Space: Select Remove Line Restore Line F12: Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Ledger Interest Calculation Udaan Institute of Information & Technology X
 Ledger : **Mehul Grocery Store** 1-Apr-23 to 1-Jul-23

Date	Ref. No.	Opening Amount	Pending Amount	Interest
1-Jun-23	17	19,950.00 Dr	19,950.00 Dr	997.50 Dr
19,950.00 Dr 2-Jun-23 1-Jul-23 30 days 5 % 997.50 Dr				

19,950.00 Dr 19,950.00 Dr 997.50 Dr

Q: Quit Space: Select Remove Line Restore Line F12: Configure

Activate Windows
 Go to Settings to activate Windows.

- 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Debit Note No. 2 Voucher class : S.I. 1-Jul-23 Saturday

Particulars	Debit	Credit
Dr Mehul Grocery Store Cur Bal: 20,947.50 Dr New Ref 2	997.50	
Cr Interest Income Cur Bal: 997.50 Cr		997.50
	997.50	997.50

Provide e-Invoice details : No

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

- 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Credit Note No. 2 Voucher class : S.I. 1-Jul-23 Saturday

Particulars	Debit	Credit
Cr Laxmi General Store Cur Bal: 20,683.43 Cr New Ref 2		602.43
Dr Interest Expende Cur Bal: 602.43 Dr	602.43	
	602.43	602.43

Provide GST details : No

Narration:

Quit Accept Delete Cancel Vch F12: Configure

Activate Windows
Go to Settings to activate Windows.

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

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Receipt No. 8 1-Jul-23 Saturday

Account : Bank of India
 Current balance : 13,31,837.50 Dr

Particulars	Amount
Mehul Grocery Store	20,947.50
Cur Bal: 0.00 Cr	
Agst Ref 17 19,950.00 Cr	
Agst Ref 2 997.50 Cr	

Narration: 20,947.50

Quit Accept Delete Cancel Vch Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Payment No. 8 1-Jul-23 Saturday

Account : Bank of India
 Current balance : 13,11,154.07 Dr

Particulars	Amount
Laxmi General Store	20,683.43
Cur Bal: 0.00 Dr	
Agst Ref 21 20,081.00 Dr	
Agst Ref 2 602.43 Dr	

Narration: 20,683.43

Quit Accept Delete Cancel Vch Configure

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 & Retail 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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Price List Udaan Institute of Information & Technology

Under Group : ♦ All Items
 Price Level : Retail Sales Applicable From: 1-Apr-23

S.No.	Particulars	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price
		From:	Less than			Rate	Disc. %	
1.	Chairs	2 pcs	800.00/pcs	0.50 %				680.00/pcs
		5 pcs	800.00/pcs	0.70 %				
		7 pcs	800.00/pcs	1 %				
		9 pcs	800.00/pcs	1.20 %				
2.	dinner set	2 set	750.00/set	0.50 %				530.00/set
		5 set	750.00/set	0.70 %				
		7 set	750.00/set	1 %				
		9 set	750.00/set	1.20 %				

Accept ?
 Activate Windows
 Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete F12: Configure

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Accounting Voucher Creation Udaan Institute of Information & Technology

Sales No. 15 1-Apr-23 Saturday
 Price Level : Whole Sales

Party A/c name : Suhani Restaurant
 Current balance :
 Sales ledger : Sales A/c
 Current balance : 64,75,359.18 Cr

Name of Item	Quantity	Rate	per	Disc %	Amount
Chairs	160 pcs	800.00	pcs	2.50 %	1,24,800.00
Cgst					7,488.00
Sgst					7,488.00

Provide GST/e-Way Bill/e-Invoice details: Yes

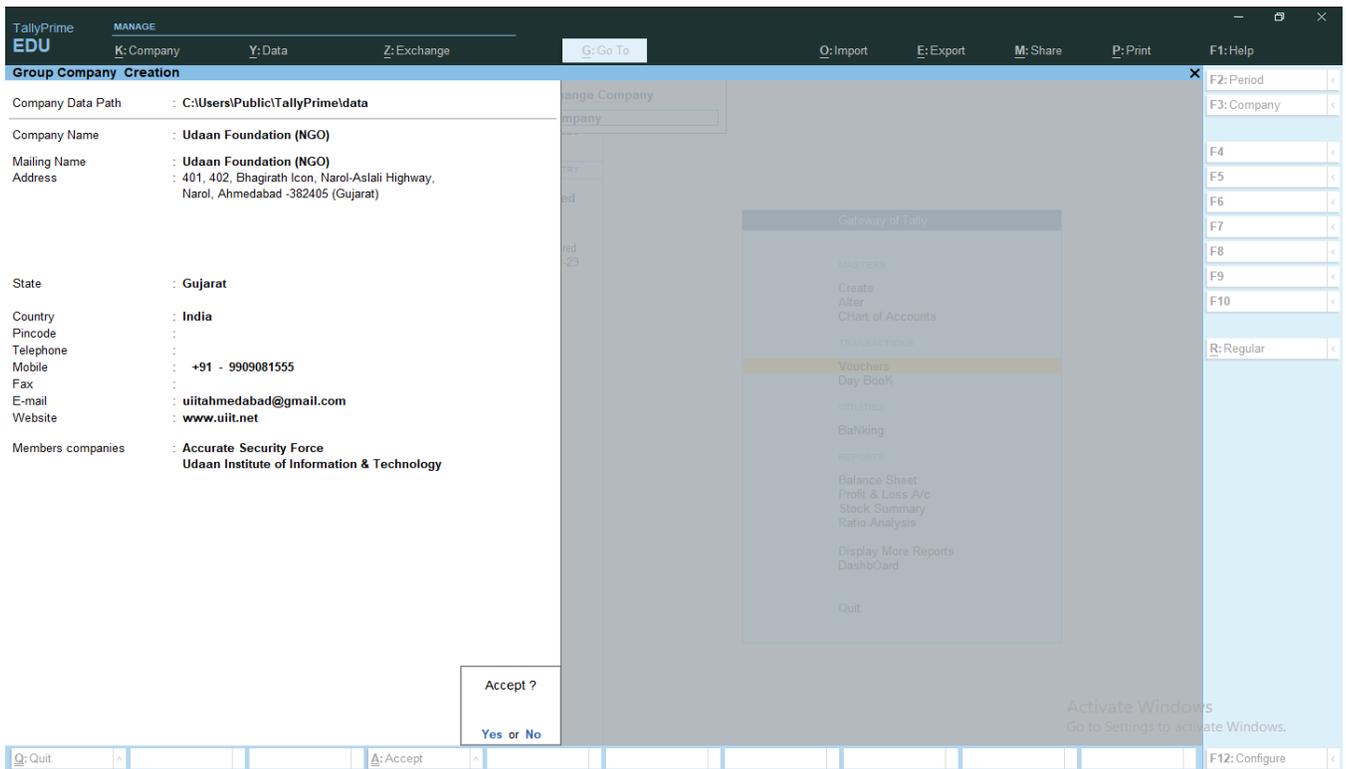
Narration: 160 pcs 1,39,776.00
 Activate Windows
 Go to Settings to activate Windows.

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

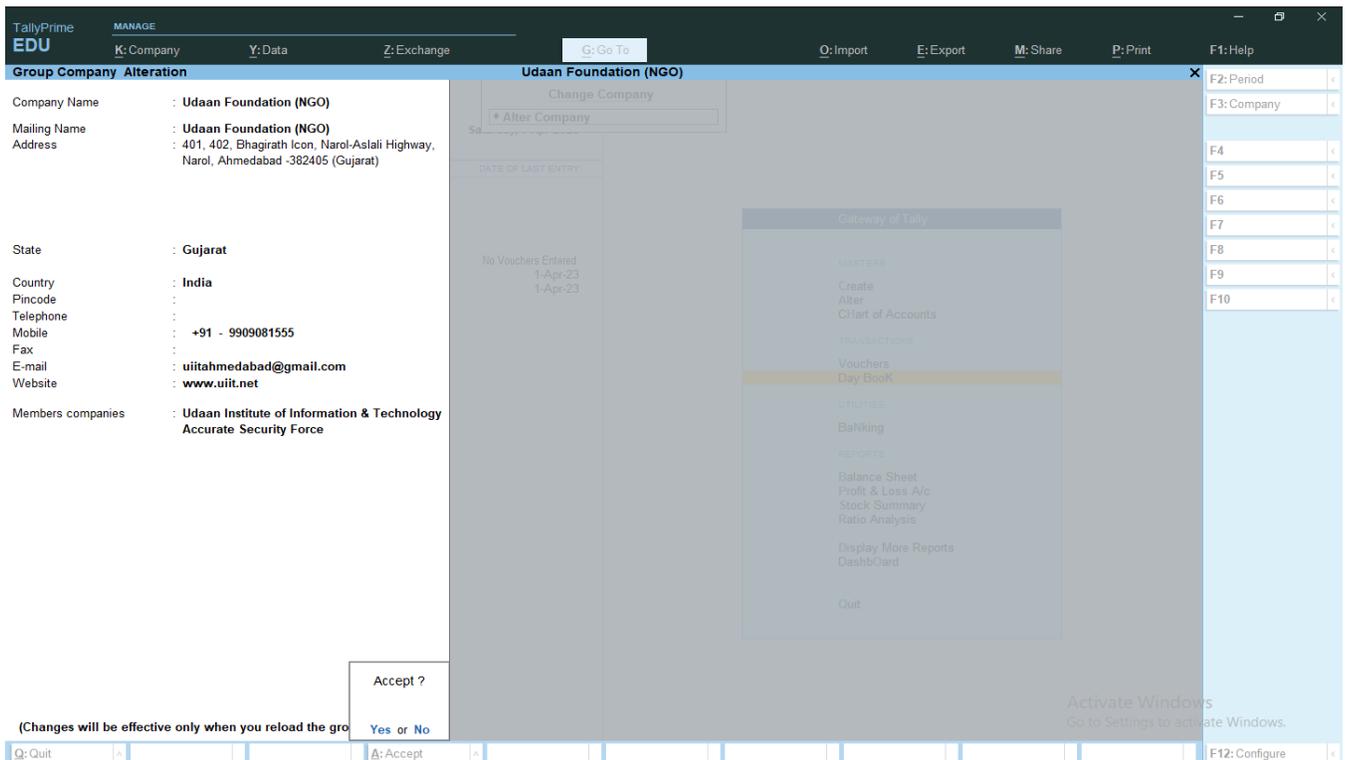
GROUP COMPANY

"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).



- 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



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
 EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Day Book Udaan Institute of Information & Technology For 1-Apr-23

Export Configuration

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Apr-23	Bank of India	Contra	1		5,00,000.00
1-Apr-23	Cash	Contra	2		1,50,000.00
1-Apr-23	Bank of India	Contra	3		2,00,000.00
1-Apr-23	Seema Furniture	Payment	1	2,01,600.00	
1-Apr-23	Nisha Clothing	Payment	2	42,000.00	
1-Apr-23	Bhavin - Agent	Payment	3	22,800.00	
1-Apr-23	Tds on Commission	Payment	5	1,200.00	
1-Apr-23	Hazira LLP	Payment	6	56,716.00	
1-Apr-23	Natasha Traders	Payment	7	12,000.00	
1-Apr-23	Krishna Gupta (Owner)		1		4,00,000.00
1-Apr-23	Hari Enterprise		2		14,160.00
1-Apr-23	Rukmani Traders		3		2,60,190.00
1-Apr-23	furniture interior design		4		1,20,000.00
1-Apr-23	Maintenance		5		8,00,000.00
1-Apr-23	Seabird Logistics		6		6,74,654.00
1-Apr-23	Profit & Loss A/c		1	60,000.00	
1-Apr-23	Maintenance A/c		2	4,50,000.00	
1-Apr-23	Commission A/c		3	24,000.00	
1-Apr-23	Suhani Clothings		1		4,251.52
1-Apr-23	Samrudhi Tech		1	424.80	
1-Apr-23	Bank of India		1	54,700.00	
1-Apr-23	Cash		1	10,502.00	
1-Apr-23	Cash		2	1,44,550.00	
1-Apr-23	Hari Enterprise		3	14,160.00	
1-Apr-23	Rukmani Traders		4	2,54,986.20	
1-Apr-23	Adani Group		5	10,885.50	
1-Apr-23	RUTVI TRANSPORT		6	8,850.00	
1-Apr-23	SUKANTI ENTERPRISE		7	4,250.00	
1-Apr-23	Nandani Jewellers		8	11,11,842.00	
1-Apr-23	Mukesh Jewellers		9	39,08,337.00	
1-Apr-23	Jagdish Mobiles	Sales	10	2,38,932.30	
1-Apr-23	Jay General Store	Sales	11	472.50	
1-Apr-23	Suhani Clothings	Sales	12	5,89,898.40	
1-Apr-23	Balaji Textiles	Sales	13	98,000.00	
1-Apr-23	Zelronics	Sales	14	1,77,000.00	
1-Apr-23	Suhani Restaurant	Sales	15	1,39,776.00	
1-Apr-23	Cash	Purchase	1		3,92,000.00
1-Apr-23	Cash	Purchase	2		3,80,800.00
1-Apr-23	Seema Furniture	Purchase	3		2,01,600.00

Export Settings: File Format: Excel (Spreadsheet)

List of File Formats: ASCII (Comma Delimited), Excel (Spreadsheet), HTML (Web-Publishing), JPEG (Image), PDF (Read-only document), XML (Data Interchange)

Q: Quit A: Accept

TallyPrime MANAGE
 EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Day Book Udaan Institute of Information & Technology For 1-Apr-23

Export Configuration

Folder Path

List of Configurations

Report Details Show More

- Show Narrations: No
- Show Voucher No.: Yes
- Format of Report: Detailed
- Show Bill-wise details: No
- Show Inventory details: No
- Show Mode of Payment: No
- Show additional Bank details: No
- Show Cost Centre details: No
- Type of Voucher entries: All Vouchers
- Exclude Order Vouchers: No
- Display name for Ledgers: Name Only
- Display name for Stock Items: Name Only

Company Details

- Show Company Name: Yes
- Show Company Address: Yes
- Show Phone No.: No
- Show Country Code for Mobile No.: No

Export Settings

- File Format: Excel (Spreadsheet)
- Digital Signature: * Not Applicable
- Ask before signing: No
- Update existing file: Yes
- Export to: Local drive
- Folder Path: C:\Users\ladmin\Desktop
- File Name: DayBook.xlsx

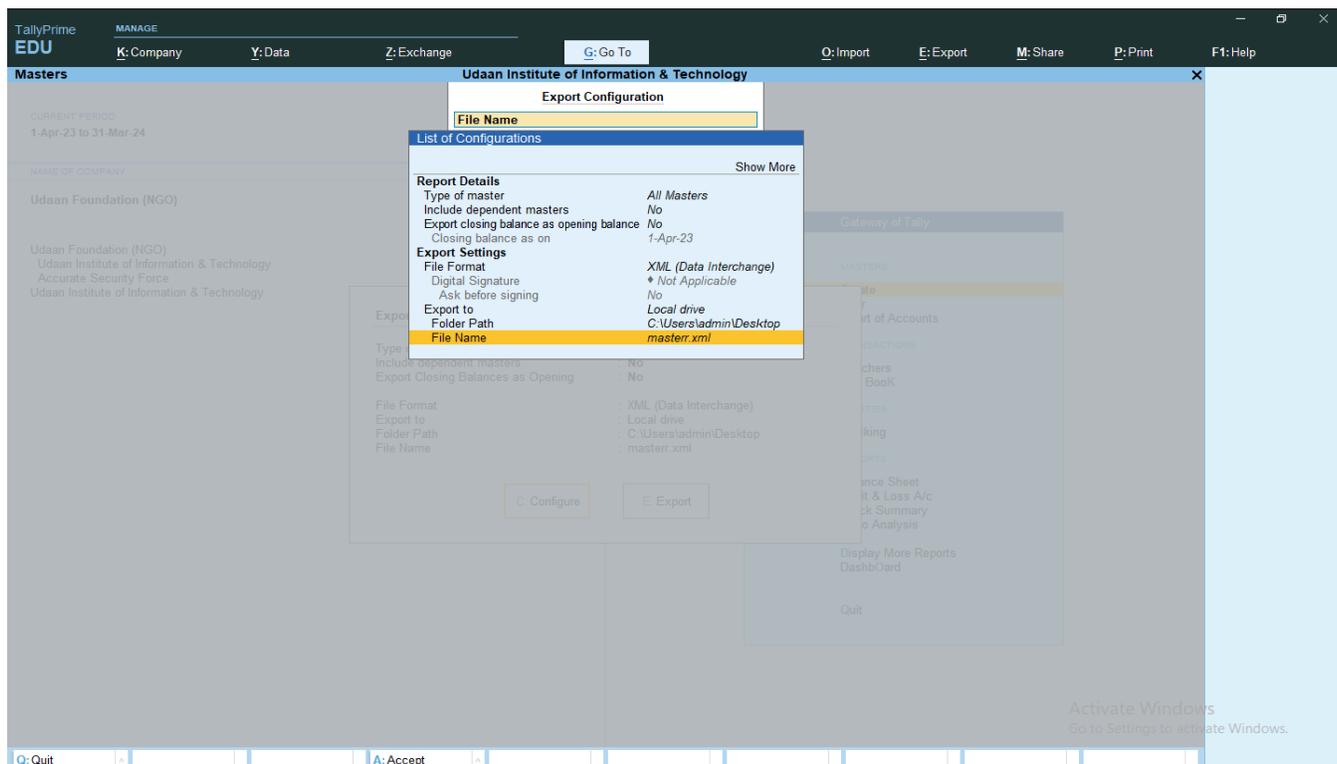
Q: Quit A: Accept

Date	Particulars	Vch Type	Vch No.	Debit Amount		Credit Amount	
				Inwards Qty	Outwards Qty		
01-Apr-23	Bank of India	Contra	1			500000.00	500000.00
01-Apr-23	Cash	Contra	2	500000.00	Dr		150000.00
01-Apr-23	Bank of India	Contra	3			150000.00	200000.00
01-Apr-23	State Bank of India	Contra	3			200000.00	200000.00
01-Apr-23	Seema Furniture	Payment	1			201600.00	
01-Apr-23	Cash	Payment	1				201600.00
01-Apr-23	Nisha Clothing	Payment	2			42000.00	
01-Apr-23	Bank of India	Payment	2				42000.00
01-Apr-23	Bhavin - Agent	Payment	3			22800.00	
01-Apr-23	Cash	Payment	3				22800.00
01-Apr-23	Tds on Commission	Payment	5			1200.00	
01-Apr-23	Cash	Payment	5				1200.00
01-Apr-23	Hazira LLP	Payment	6			56716.00	
01-Apr-23	Cash	Payment	6				56716.00
01-Apr-23	Natasha Traders	Payment	7			12000.00	
01-Apr-23	Bank of India	Payment	7				12000.00
01-Apr-23	Krishna Gupta (Owner)	Receipt	1			400000.00	
01-Apr-23	Cash	Receipt	1				400000.00
01-Apr-23	Hari Enterprise	Receipt	2			14160.00	
01-Apr-23	Cash	Receipt	2				14160.00
01-Apr-23	Rukmani Traders	Receipt	3			260190.00	
01-Apr-23	Cash	Receipt	3				260190.00

COMPANY TO COMPANY TRANSFER

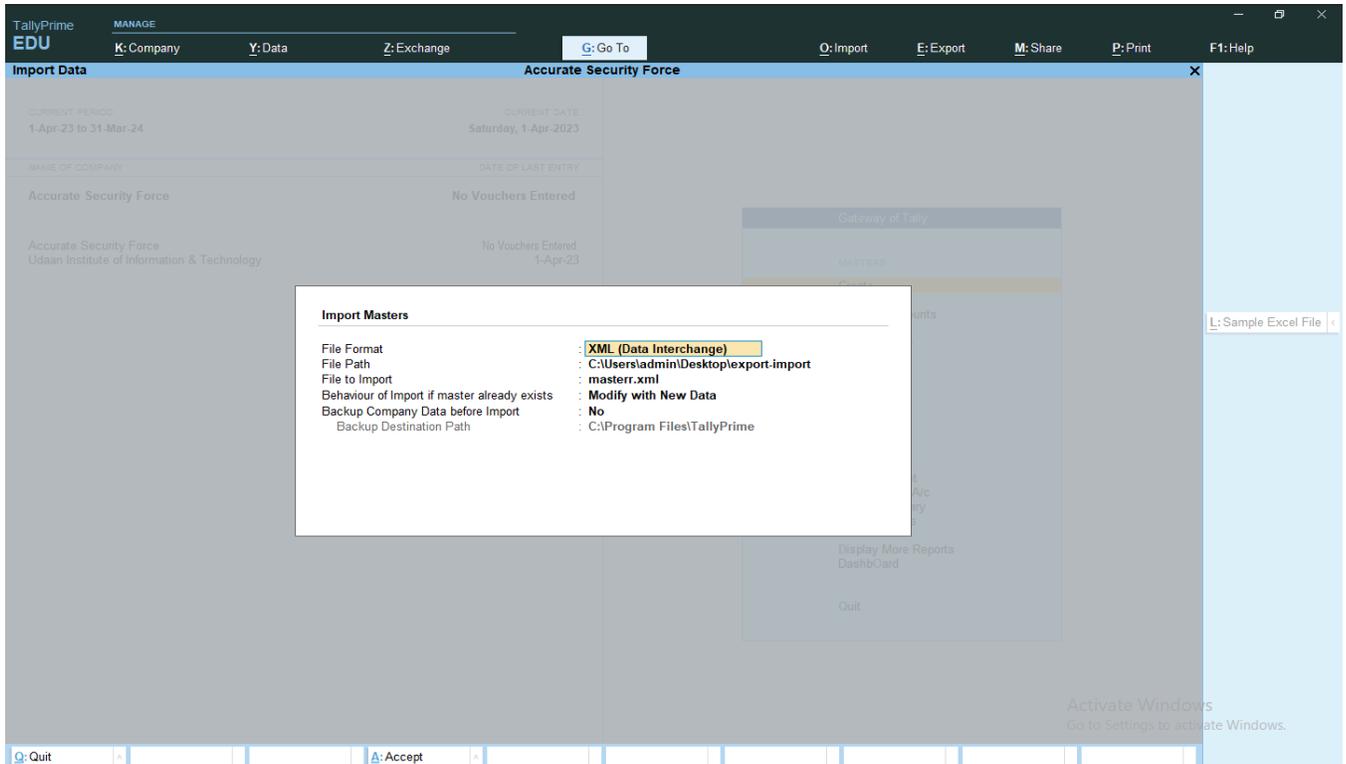
"When we have to transfer data of one Company to Another Company at that time Company to Company Transfer is used "

- 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

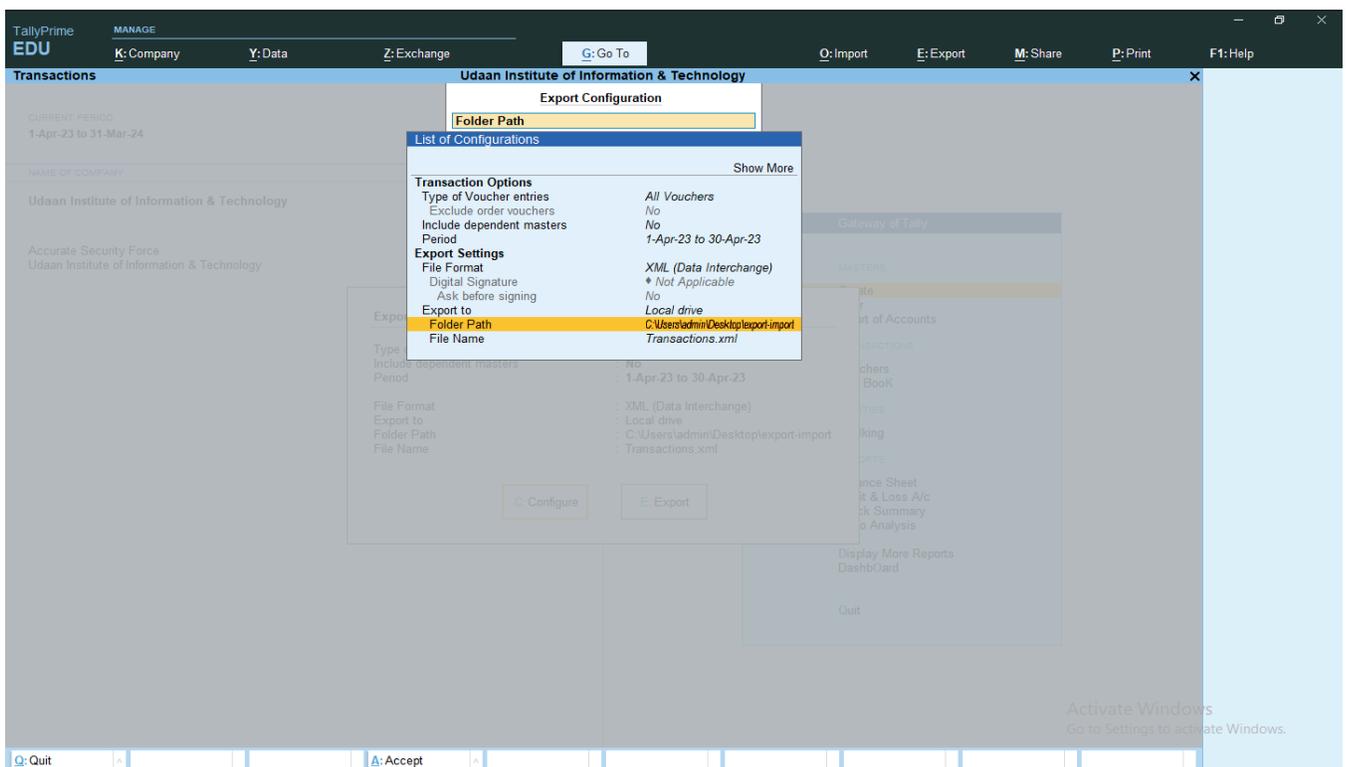


- Create/Select Second Company Where You Want To Transfer your Data > Press(Alt+O)Import > Masters > File to import > Select Your File From Your Folder > Behaviour of import if master already exists > Choose Your Behavior > Modify With New Data > Enter > Then Check Your Stock Summary
- Combine Opening Balances(When we have to combine the opening balance of 2 companies)

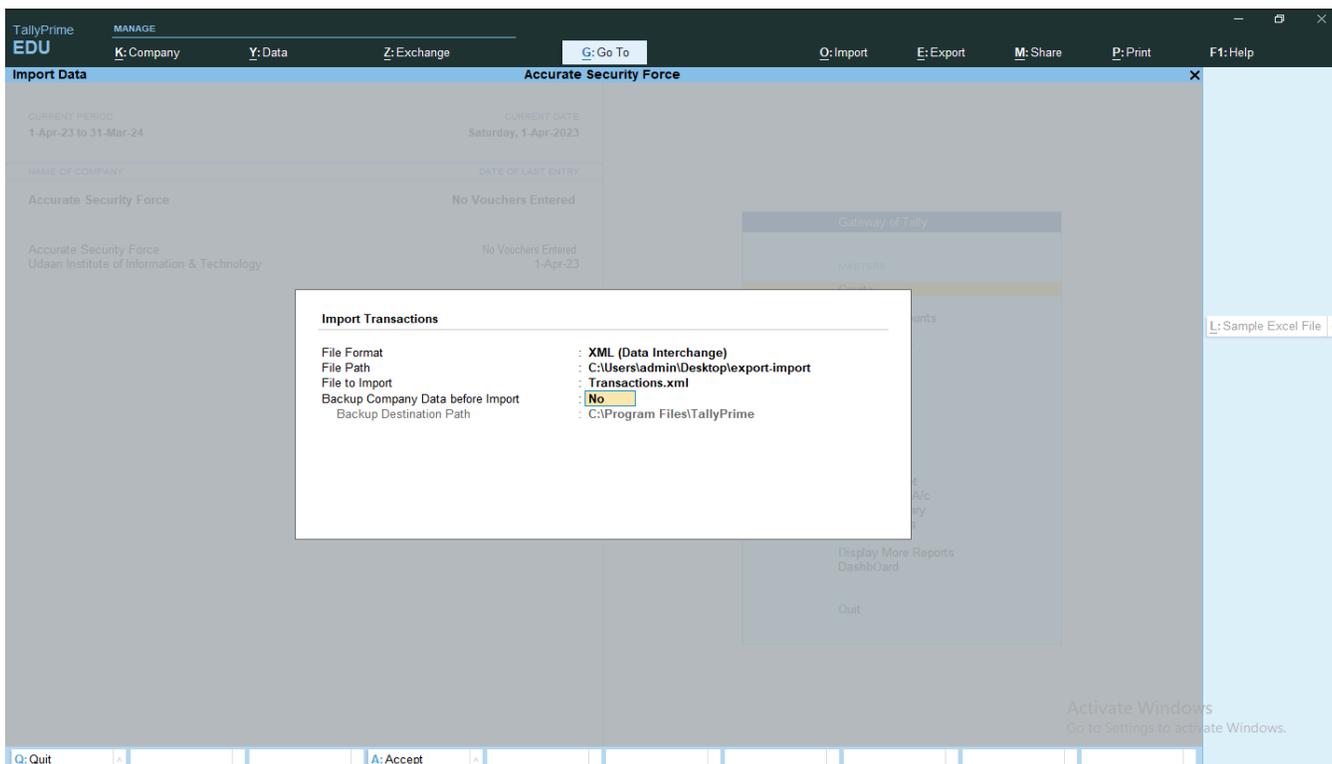
- Ignore Duplicates(when we have to Ignore Duplicate Entry)
- Modify With New Data(when we have to Keep only new Data)



- 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



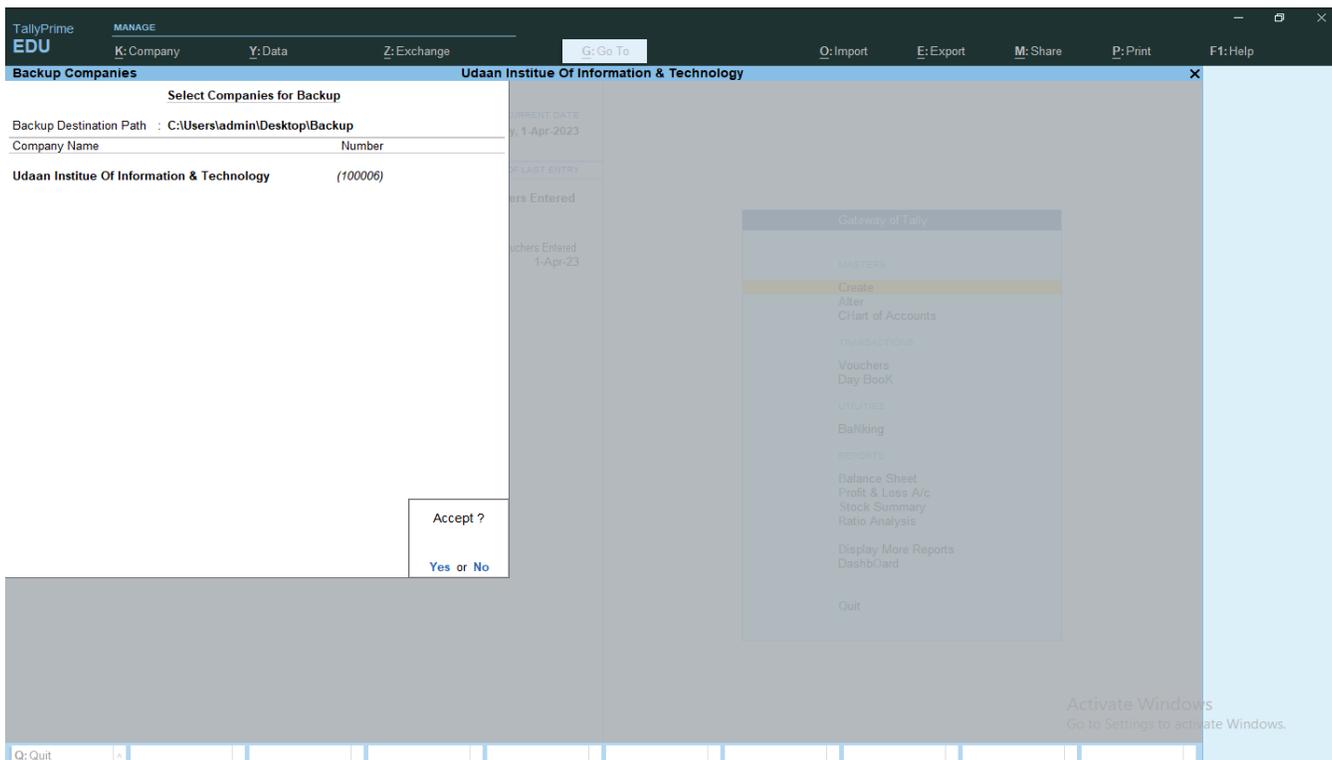
- Select Second Company Where You Want To Transfer your Data
- Press(Alt+O)Import > Transactions > File to import > Select Your File From Your Folder > Behaviour of import if Transactions already exists > Choose Your Behavior > Modify With New Data > Enter > Then Check Your Daybook

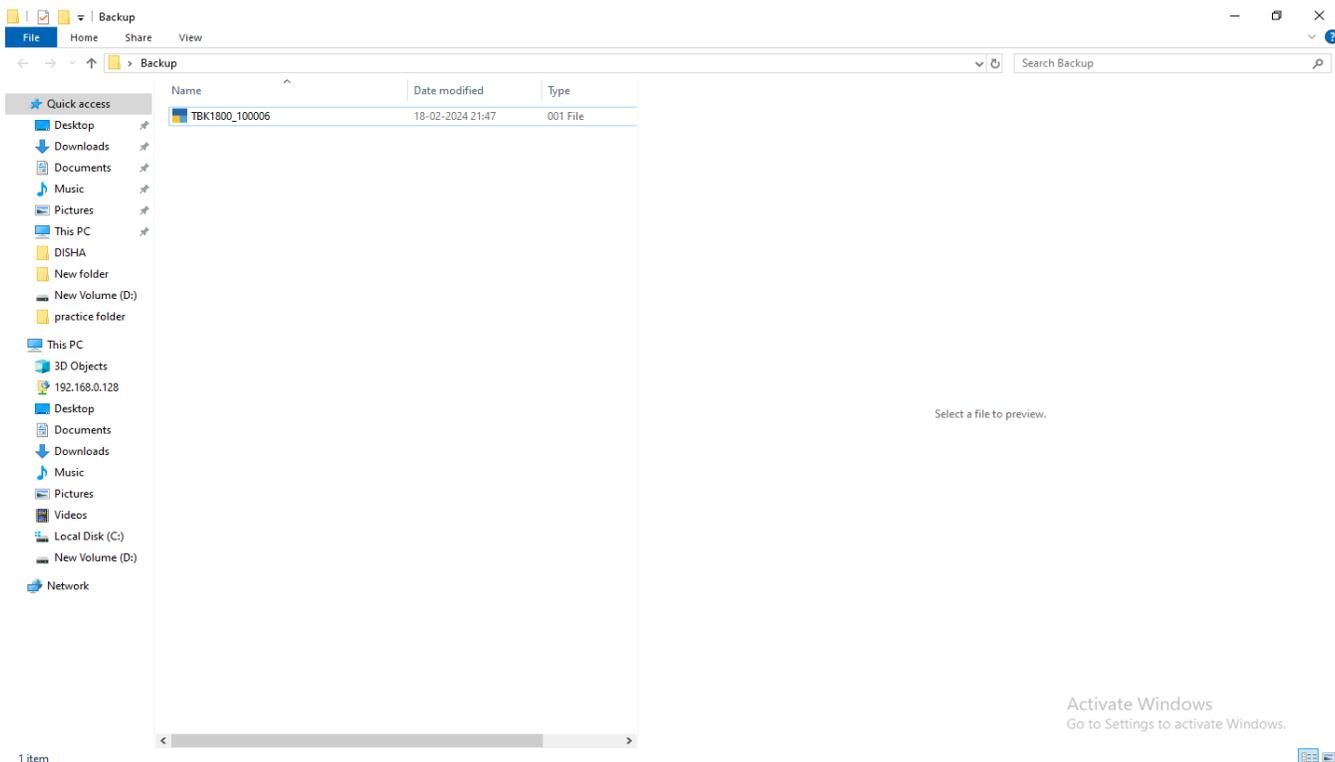


BACKUP/RESTORE

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).

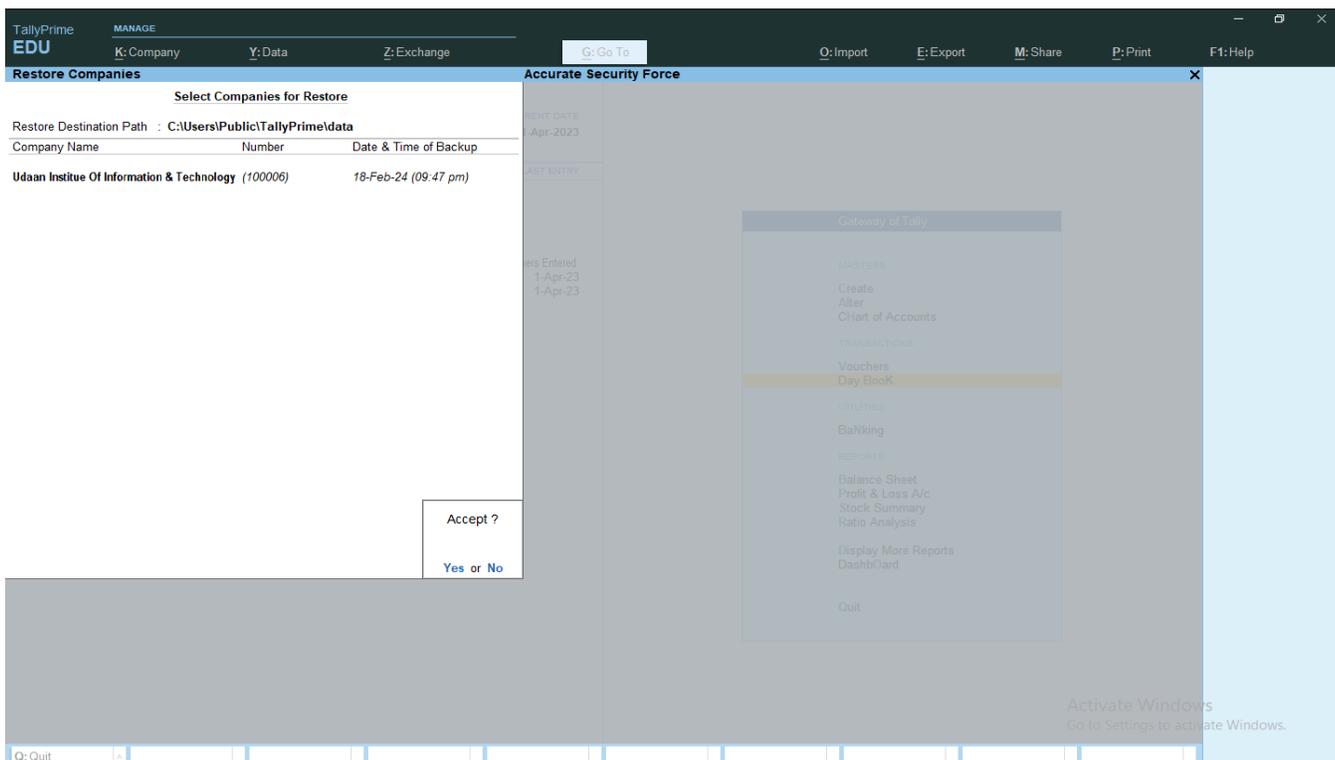




(Let's Assume Our Company Got Deleted By Any Reason. To Recover That Company We Need a Backup File.)

Restore : “The Process of Recovering Deleted Company is Known as Restore”

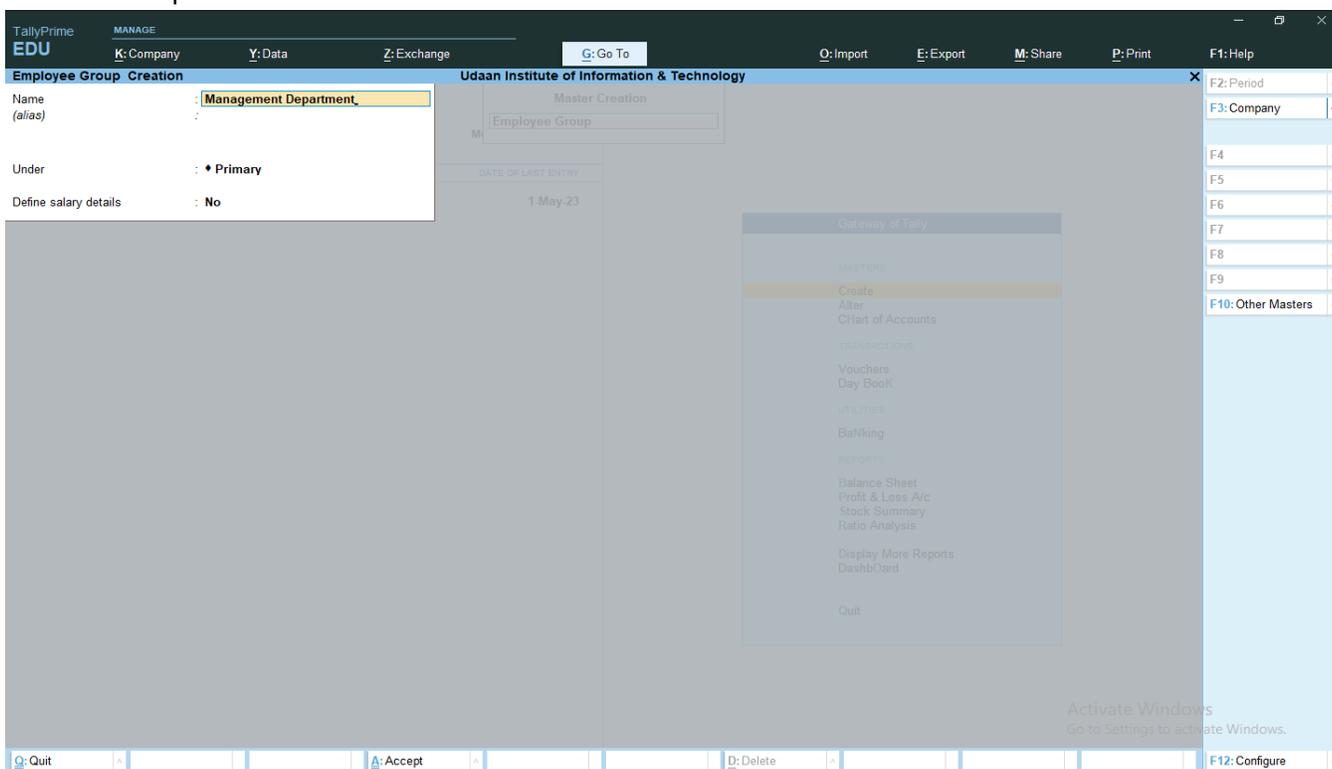
- Gateway Of Tally > Company Data(Alt+Y) > Restore > Select Company Path > Choose Your Backup Company File > Ctrl+A
- Then Check Your Company is Restored or Not.



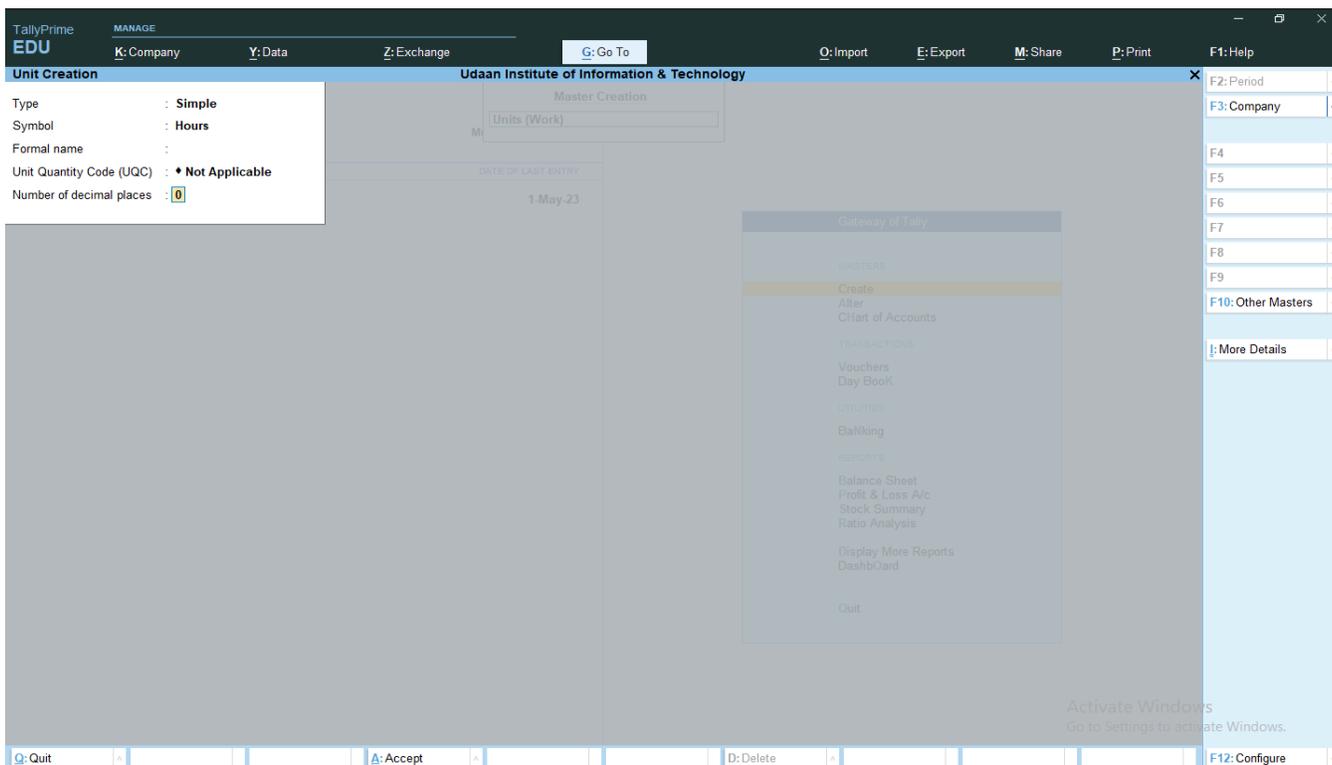
MAINTAIN PAYROLL

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

- Management Department
- Sales Department
- Production Department



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



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

3. Overtime > Attendance type : Production > Unit : Hours

- 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)

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)

TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

Pay Head Alteration Udaan Institute of Information & Technology

Name : Hra (House Rent Allow)
(alias) :

Total Opening Balance

Pay Head Information		Computation Information				
Pay head type	Earnings for Employees	Compute : On Specified Formula				
Income type	Fixed	Specified formula : Basic Salary				
Under	Indirect Expenses	Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
Affect net salary	Yes	1-Apr-23				
Name to be displayed in payslip	Hra (House Rent Allow)		25,000.00	50,000.00	Percentage	1%
Use for calculation of gratuity	No		50,000.00	75,000.00	Percentage	2%
Calculation type	As Computed Value		75,000.00	1,00,000.00	Percentage	3%
Calculation period	Months		1,00,000.00		Percentage	4%
					Percentage	5%

Position Index in Reports : 1,000

Rounding Off Information

Rounding Method : Not Applicable

Opening Balance (on 1-Apr-23) :

Gateway of Tally

- MASTERS
- Create
- Alter
- Chart of Accounts
- TRANSACTIONS
- Vouchers
- Day Book
- Utilities
- Banking
- REPORTS
- Balance Sheet
- Profit & Loss A/c
- Stock Summary
- Ratio Analysis
- Display More Reports
- Quit

F2: Period
F3: Company
F4
F5
F6
F7
F8
F9
F10: Other Masters
W: Show All Periods
F12: 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
EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

Pay Head Alteration Udaan Institute of Information & Technology

Name : Da (Dearness Allow)
(alias) :

Total Opening Balance

Pay Head Information		Computation Information				
Pay head type	Earnings for Employees	Compute : On Specified Formula				
Income type	Variable	Specified formula : Basic Salary				
Under	Indirect Expenses	Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
Affect net salary	Yes	1-Apr-23				
Name to be displayed in payslip	Da (Dearness Allow)		25,000.00	50,000.00	Percentage	1%
Use for calculation of gratuity	No		50,000.00	75,000.00	Percentage	2%
Calculation type	As Computed Value		75,000.00	1,00,000.00	Percentage	3%
Calculation period	Months		1,00,000.00		Percentage	4%
					Percentage	5%

Position Index in Reports : 1,000

Rounding Off Information

Rounding Method : Not Applicable

Opening Balance (on 1-Apr-23) :

Gateway of Tally

- MASTERS
- Create
- Alter
- Chart of Accounts
- TRANSACTIONS
- Vouchers
- Day Book
- Utilities
- Banking
- REPORTS
- Balance Sheet
- Profit & Loss A/c
- Stock Summary
- Ratio Analysis
- Display More Reports
- Quit

F2: Period
F3: Company
F4
F5
F6
F7
F8
F9
F10: Other Masters
W: Show All Periods
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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Pay Head Alteration Udaan Institute of Information & Technology

Name : Pf (Provident Fund) Total Opening Balance
(alias) :

Pay Head Information		Computation Information				
Pay head type	Deductions From Employees	Compute	: On Specified Formula			
Under	Current Liabilities	Specified formula	: Basic Salary			
Affect net salary	: Yes	Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
Name to be displayed in payslip	: Pf (Provident Fund)	1-Apr-23		25,000.00	Percentage	1%
Calculation type	: As Computed Value		50,000.00	50,000.00	Percentage	2%
Calculation period	: Months		75,000.00	75,000.00	Percentage	3%
			1,00,000.00	1,00,000.00	Percentage	4%
					Percentage	5%

Position Index in Reports : 1,000

Rounding Off Information
Rounding Method : * Not Applicable

Opening Balance (on 1-Apr-23) :

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

TRANSACTIONS
Vouchers
Day Book

STATISTICS
Banking

REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display More Reports

Quit

F2: Period
F3: Company
F4
F5
F6
F7
F8
F9
F10: Other Masters
W: Show All Periods
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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Pay Head Alteration Udaan Institute of Information & Technology

Name : Ta (Travel Allow) Total Opening Balance
(alias) :

Pay Head Information	
Pay head type	Earnings for Employees
Income type	: Variable
Under	: Indirect Expenses
Affect net salary	: Yes
Name to be displayed in payslip	: Ta (Travel Allow)
Use for calculation of gratuity	: No
Calculation type	: Flat Rate
Calculation period	: Months

Position Index in Reports : 1,000

Rounding Off Information
Rounding Method : * Not Applicable

Opening Balance (on 1-Apr-23) :

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

TRANSACTIONS
Vouchers
Day Book

STATISTICS
Banking

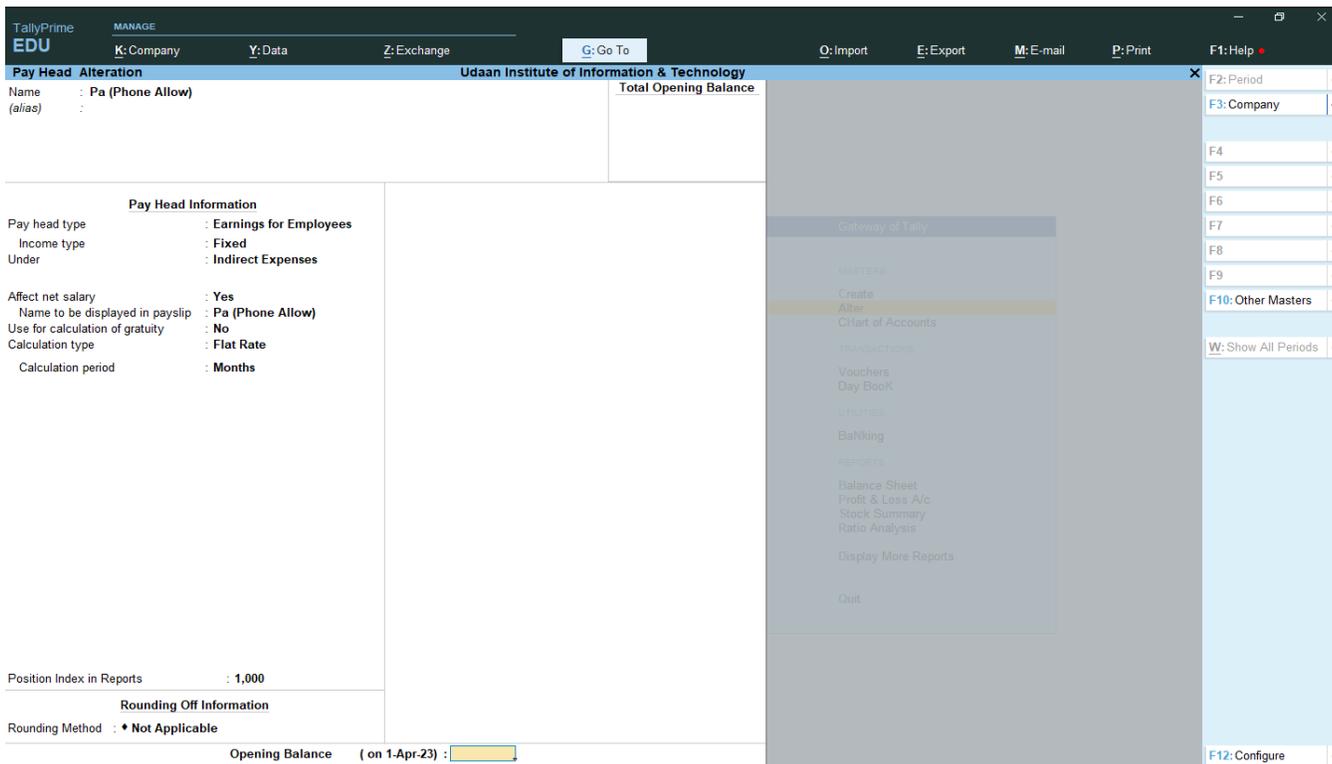
REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display More Reports

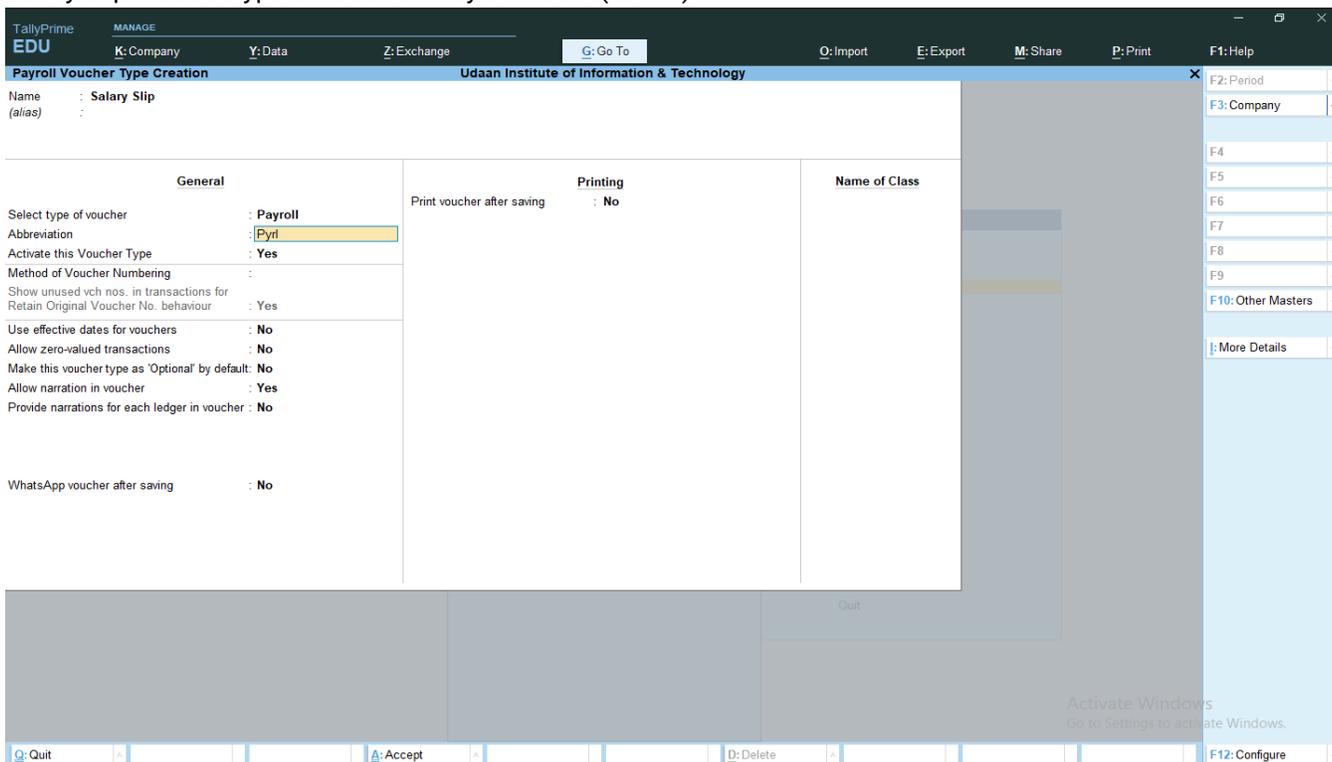
Quit

F2: Period
F3: Company
F4
F5
F6
F7
F8
F9
F10: Other Masters
W: Show All Periods
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)



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



- 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

TallyPrime MANAGE
 EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Salary Details Alteration Udaan Institute of Information & Technology

Name : Janam Jain
 (alias)

Position Under : Janam Jain (101)
 : Sales Department
 (# Primary)

Date of joining : 1-Apr-23

Define salary details : Yes

Employee Designation : Manager
 Function : HOD
 Location : Sales Department
 Gender : Male
 Date of birth : 1-Feb-2000
 Blood group : A1 Positive
 Father's/mother's name : Ankit Jain
 Spouse's name :
 Address : 510, Shivalik, Narol Aslali Highway,
 Narol, Ahmedabad-382405

Phone no. : 9488496654
 E-Mail : janamjain123@gmail.com

Provide bank details : No

Statutory Details
 Income Tax Number (PAN) :
 Aadhaar number :
 Universal Account Number (UAN) :
 PF account number :
 PR account number (PRAN) :
 ESI number :

Accept ?
 Yes or No

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-23	Basic Salary	50,000.00	Months	Earnings for Employees	On Attendance	Basic Salary
	Da (Dearness Allow)			Earnings for Employees	As Computed Value	Basic Salary
	Hra (House Rent Allow)			Earnings for Employees	As Computed Value	Basic Salary
	Pa (Phone Allow)	750.00	Months	Earnings for Employees	Flat Rate	
	PF (Provident Fund)			Deductions From Employees	As Computed Value	Basic Salary
	Ta (Travel Allow)	1,150.00	Months	Earnings for Employees	Flat Rate	

F12: Configure

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

TallyPrime MANAGE
 EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Employee Creation Udaan Institute of Information & Technology

Name : Janam Jain
 (alias)

Under : Sales Department
 (# Primary)

Date of joining : 1-Apr-2023

Define salary details : Yes

General Information
 Employee Number : 101
 Designation : Manager
 Function : HOD
 Location : Sales Department
 Gender : Male
 Date of birth : 1-Feb-2000
 Blood group : A1 Positive
 Father's/mother's name : Ankit Jain
 Spouse's name :
 Address : 510, Shivalik, Narol Aslali Highway,
 Narol, Ahmedabad-382405

Provide bank details : No

Statutory Details
 Income Tax Number (PAN) :
 Aadhaar number :
 Universal Account Number (UAN) :
 PF account number :
 PR account number (PRAN) :
 ESI number :

Accept ?
 Yes or No

Gateway of Tally
 F2: Period
 F3: Company
 F4
 F5
 F6
 F7
 F8
 F9
 F10: Other Masters

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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Attendance Voucher Alteration Udaan Institute of Information & Technology

Attendance No. 1 1-May-23 Monday

Employee Name	Employee Number	Attendance/Production Type	Value	Unit
Janam	101	Absent	Cur Bal: 3 Days	3 Days
Janam	101	Overtime	Cur Bal: 18 Hours	18 Hours

Narration:
-

Quit Accept Delete Cancel Vch Configure

Activate Windows
Go to Settings to activate Windows.

- 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
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Autofill Udaan Institute of Information & Technology

Salary Slip No. 2

Account: Cur Bal: 0.00 Cr

Particulars

List of Ledger Accounts

Bank of India	Create
Cash	
State Bank of India	

Autofill

Type of transaction : Payroll Autofill
Name : Salary Slip
Class : * Not Applicable
Process for : Salary
From (blank for beginning) : 1-5-2023
To (blank for end) : 1-6-2023
Employee/Group : Janam Jain
Sort by : Employee Name
Payroll/Bank/Cash Ledger :

Narration:

Quit Accept

Activate Windows
Go to Settings to activate Windows.

TallyPrime MANAGE
 EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Payroll Voucher Alteration (Secondary) Udaan Institute of Information & Technology

Salary Slip No. 1 1-Jun-23 Thursday
 Status : Payroll autofill (Salary)

Account : Cash
 Cur Bal: 12,47,426.15 Dr

Particulars	Amount
Janam Jain	51,547.85 Dr
Basic Salary	46,827.96 Dr
DA	919.89 Dr
HRA	919.89 Dr
PA	1,500.00 Dr
Pf	919.89 Cr
TA	2,300.00 Dr

Narration:
 Pay Period : 1-May-23 to 1-Jun-23

51,547.85 Cr

Q: Quit A: Accept D: Delete X: Cancel 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
 EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print F1: Help

Pay Slip Udaan Institute of Information & Technology

Pay Slip for June-2023
 Janam Jain

Employee Number : 101 Tax Regime : Regular Tax Regime
 Function : Income Tax Number (PAN) :
 Designation : Manager Universal Account Number (UAN) :
 Location : PF account number :
 Bank Details : ESI Number :
 Date of joining : 1-Apr-23 PR Account Number (PRAN) :

Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Salary	46,827.96	50,000.00	Pf	919.89	1,000.00
DA	919.89	1,000.00			
HRA	919.89	1,000.00			
PA	1,500.00	750.00			
TA	2,300.00	1,150.00			
Total Earnings	52,467.74	53,900.00	Total Deductions	919.89	1,000.00
			Net Amount	₹ 51,547.85	₹ 52,900.00

Q: Quit Space: Select B: Remove Line U: Restore Line F12: Configure

THANK YOU





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AHMEDABAD 382405 GUJARAT**

**BRANCH 2 : 207 RASHMI SOUTH PARK OPP, TIRTH-1, NEAR DIVINE INTERNATIONAL
SCHOOL, NAROL AHMEDABAD 382405 GUJARAT**