

TALLY PRIME

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TallyPrime
EDU

MANAGE

K: Company

Y: Data

Z: Exchange

G: Go To

O: Import

E: Export

M: E-mail

P: Print

F1: Help

Gateway of Tally

CURRENT PERIOD
1-Apr-21 to 31-Mar-22

CURRENT DATE
Saturday, 2-Oct-2021

NAME OF COMPANY
XYZ

DATE OF LAST ENTRY
2-Oct-21

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: Date

F3: Company

Type here to search

24°C Haze

18:11
26-11-2021

Gateway of Tally Prime

TallyPrime
EDU

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

Select Company

XYZ

Select Company

List of Companies

Data Path/Name	Number	Period
C:\Users\Public\Tally.ERP9\Data		
• Up		
ABC & Co	(10001) Migration Required	1-Apr-21 to 31-Mar-22
XYZ	(10000)	1-Apr-21 to 31-Mar-22

Create Company
Select Remote Company
Specify Path
Select from Drive

Gateway of Tally

Create
Alter
Change F3
Select Alt+F3
Shut Ctrl+F3

ONLINE ACCESS

Connect
Disconnected
Connectivity Status
Remote Access
Browser Access

CONFIGURE

Features F11
Security
TallyVault
Online Access

Create company- GOT----ALT+F3 ----- Choose Create Company or press Alt+ K
Alteration of Company ---- Alt+ K

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

Company Creation

Company Data Path: C:\Users\Public\Tally.ERP9\Data

Company Name: Financial year beginning from: 1-Apr-21
Books beginning from: 1-Apr-21

Mailing Name:
Address:

State: ♦ Not Applicable

Country: India
Pincode:
Telephone:
Mobile:
Fax:
E-mail:
Website:

Base Currency symbol: ₹
Formal name: INR

F2: Period
F3: Company
F4
F6
F8
F7
F9
F10
R: Group Company

TallyPrime
MANAGE
K: Company Y: Data Z: Exchange G: Go To

Group Company Creation

Company Data Path: C:\Users\Public\Tally.ERP9\Data

Company Name:

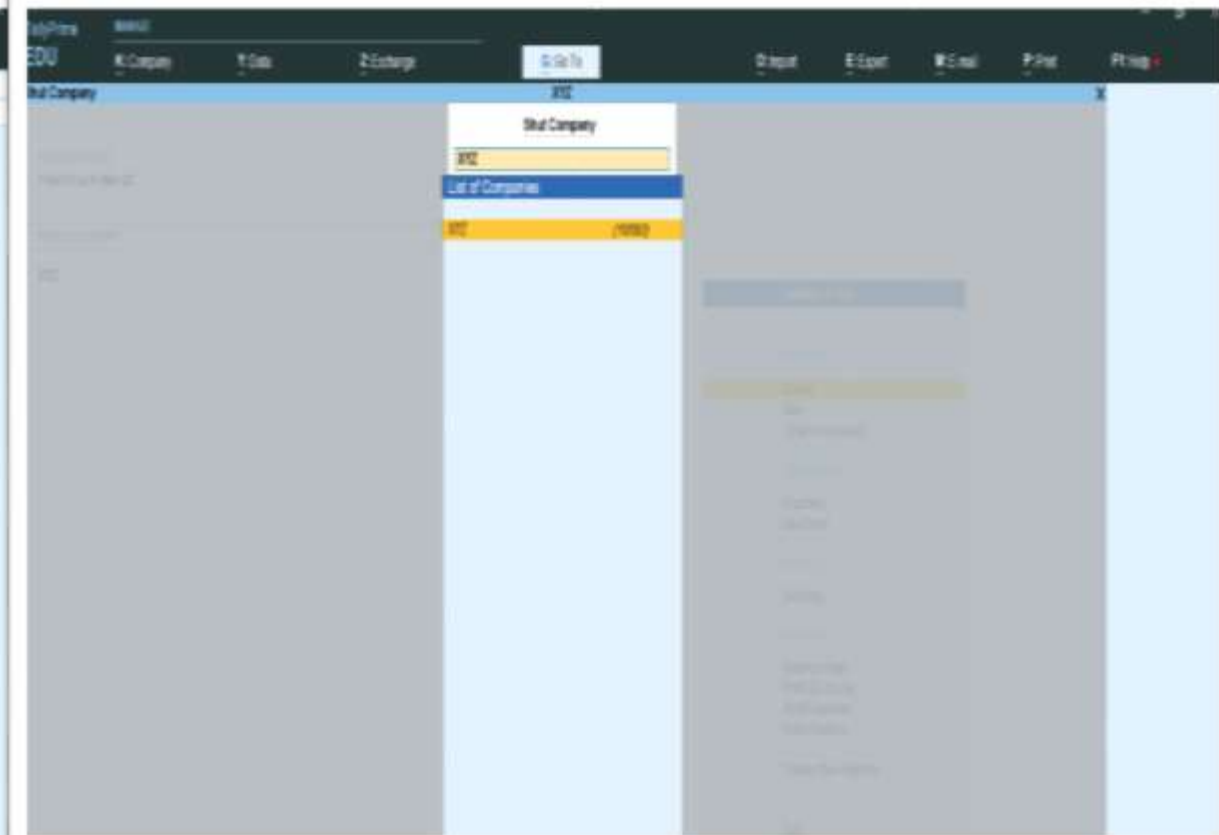
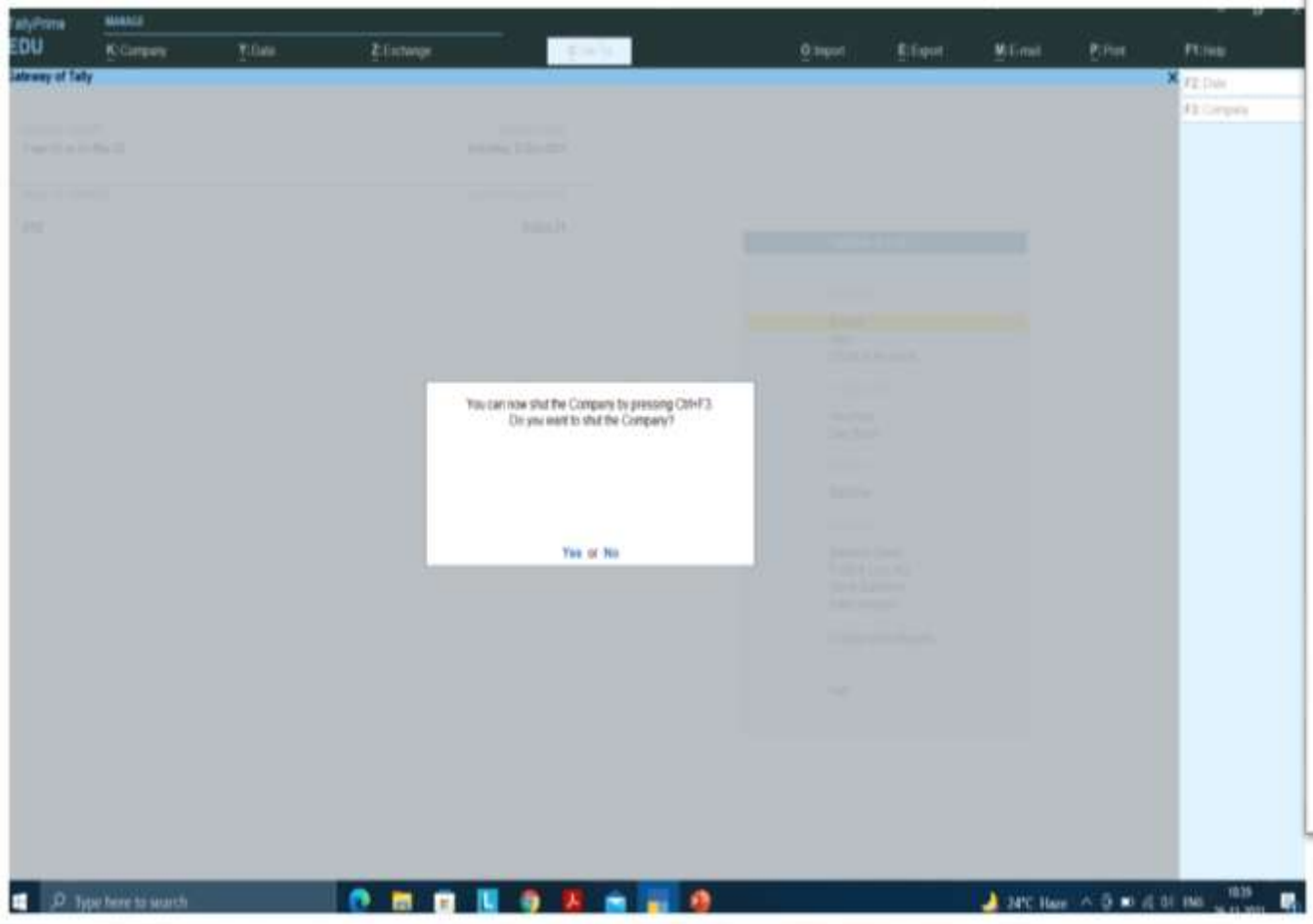
Mailing Name:
Address:

State: ♦ Not Applicable

Country: India
Pincode:
Telephone:
Mobile:
Fax:
E-mail:
Website:

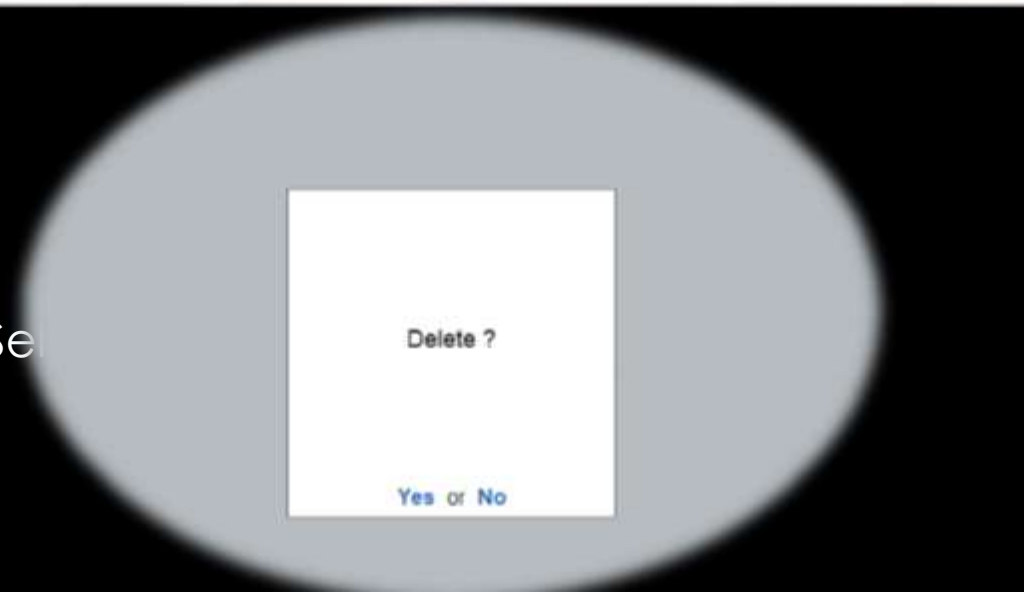
Members companies:

Create Company screen –Data path, Company name, Address, State, Country, email , FY etc – Top Part
Bottom Part---- Currency Symbol , formal name
Group Company can Also be Created press--- Alt+ R



Shut Company----- Alt+ F1 or Cntrl + F3

Deletion of Company----- Alt+ K ----- Choose Alter---- Alt+D ----Se



TallyPrime
EDU

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

Company Features Alteration XYZ

CURRENT PERIOD
1-Apr-21 to 31-Mar-22

CURRENT DATE
Saturday, 2-Oct-2021

NAME OF COMPANY
XYZ

DATE OF LAST ENTRY
2-Oct-21

Company: XYZ

Show more features : Yes
Show all features : Yes

Accounting

Maintain Accounts : Yes
Enable Bill-wise entry : Yes
Enable Cost Centres : No
Enable Interest Calculation : No

Inventory

Maintain Inventory : Yes
Integrate Accounts with Inventory : Yes
Enable multiple Price Levels : No
Enable Batches : No
Maintain Expiry Date for Batches : No
Enable Job Order Processing : No
Enable Cost Tracking : No
Enable Job Costing : No
Use Discount column in invoices : No
Use separate Actual and Billed Quantity columns in invoices : No

Taxation

Enable Goods and Services Tax (GST) : No
Enable Tax Deducted at Source (TDS) : No
Enable Tax Collected at Source (TCS) : No
Enable Value Added Tax (VAT) : No
Enable Excise : No
Enable Service Tax : No

Online Access

Enable Browser Access for Reports : Yes
Enable Tally.NET Services for Remote Access & Synchronisation : No

Payroll

Maintain Payroll : No
Enable Payroll Statutory : No

Others

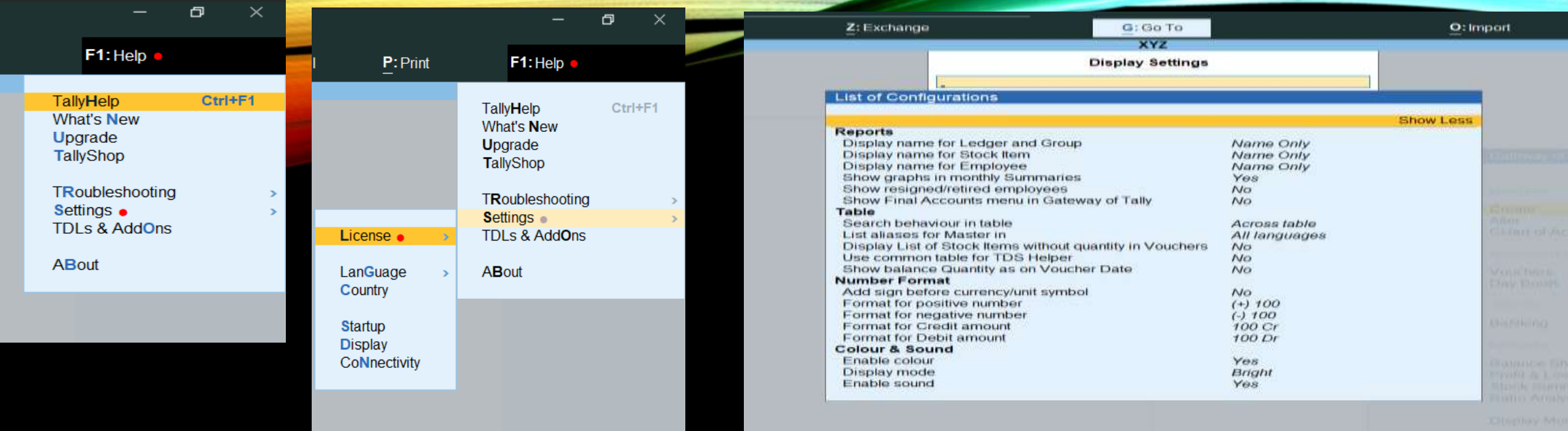
Enable multiple addresses : No
Mark modified vouchers : No

F2: Period
F3: Company
F4
F5
F6
F7
F8
F9
F10
More Details
F12: Configure

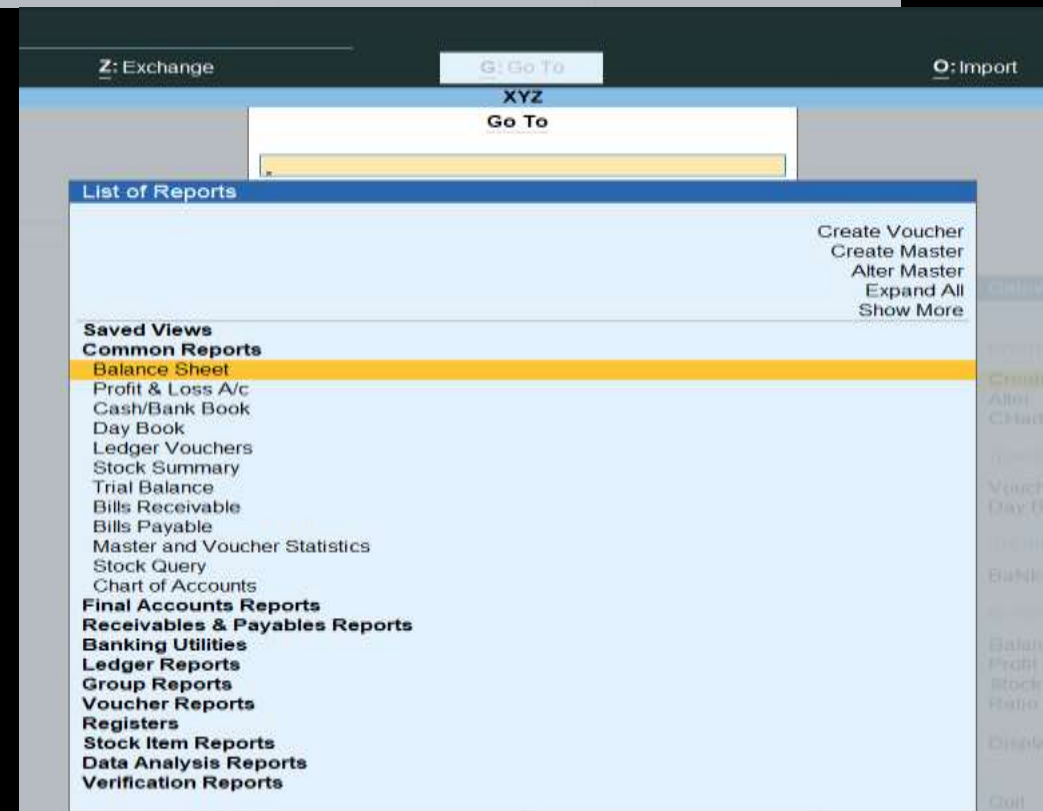
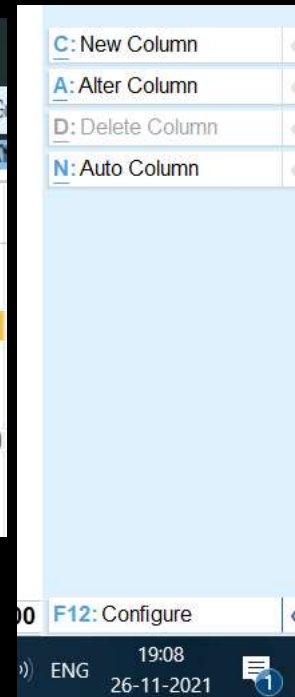
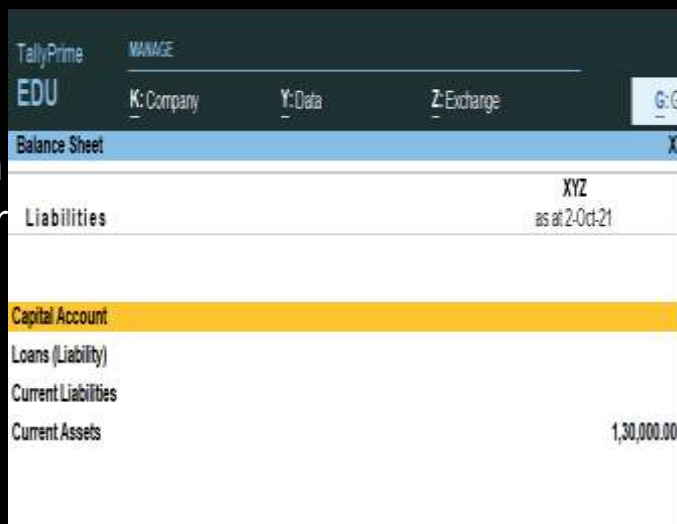
Type here to search

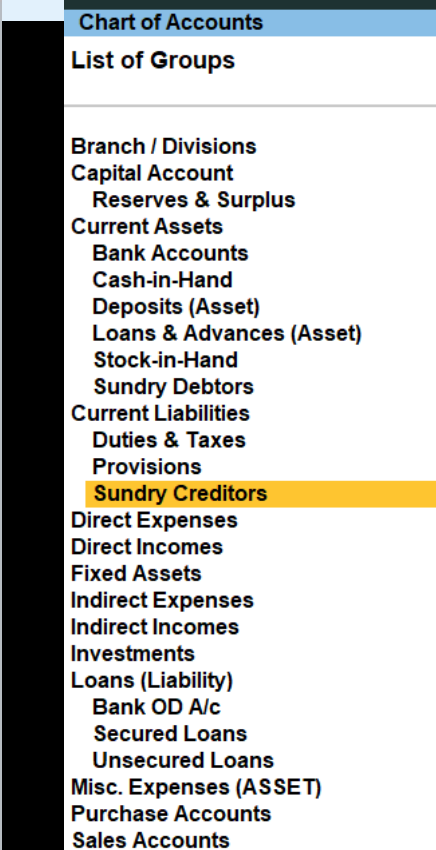
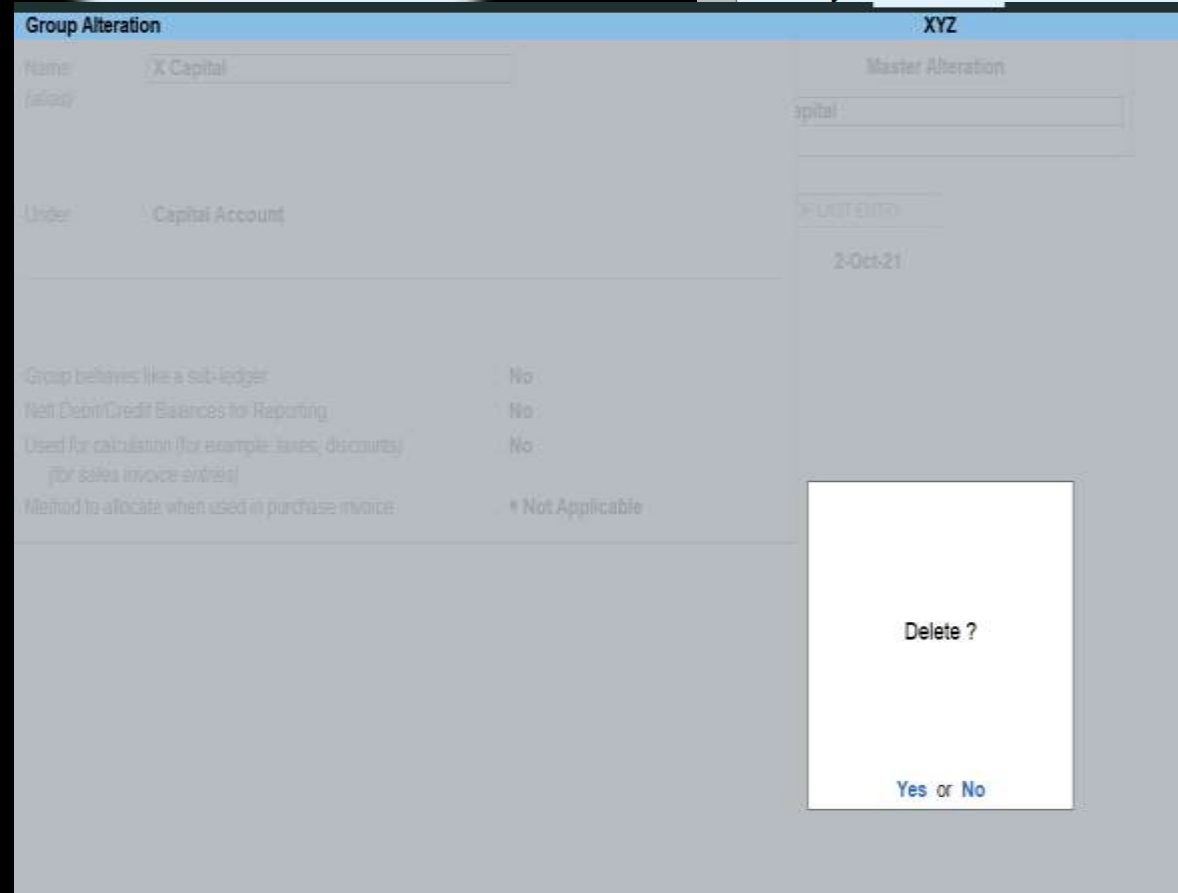
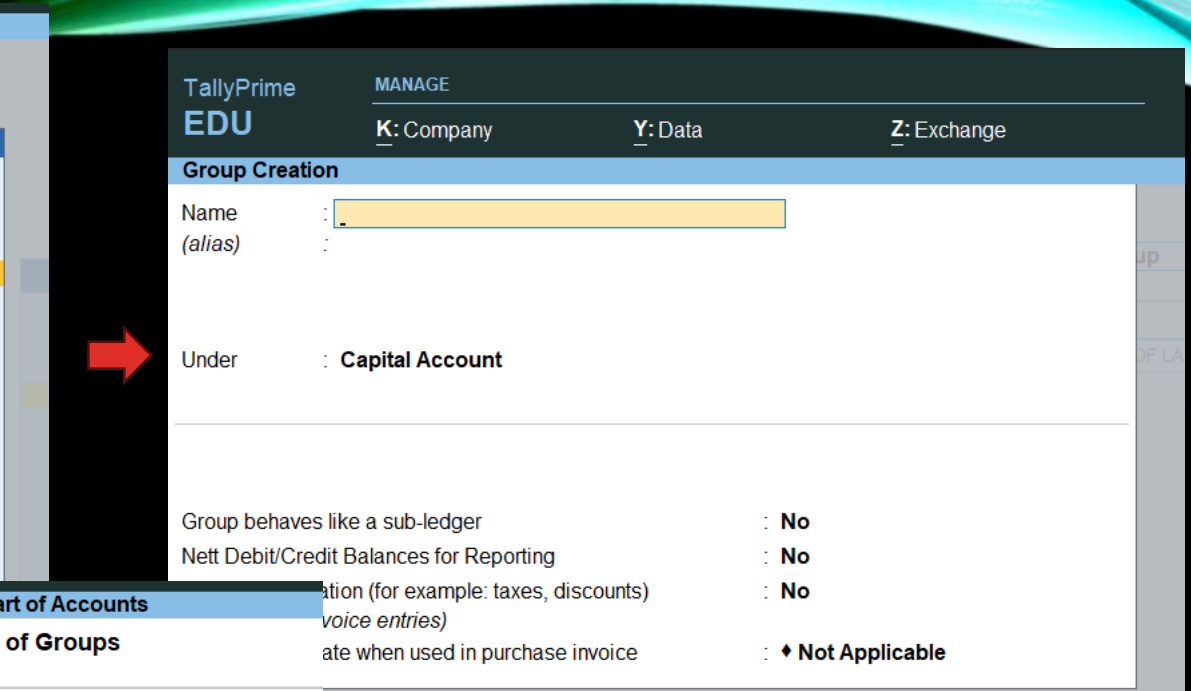
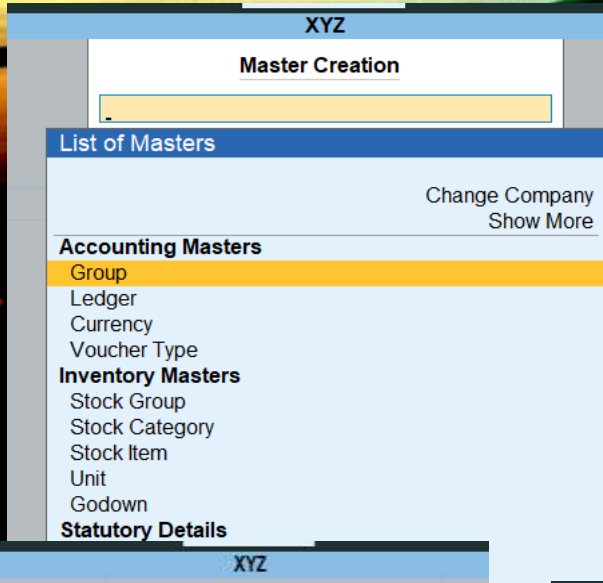
24°C Haze 18:52 26-11-2021

F11- Features-----Accouting, Inventory, Taxation, Online Access, Payroll, Others.



Configuring
Company-
No more F12 in
Tally Prime
Gateway Screen
Now F1 (Help) for
configuring.
For more
configuration
one can click
Goto
Button select the
ledgers and press
F12





Create Group---- GOT---- Create--- Accounting Masters ---- Select---- Group.

Alter group----GOT----Alter---- Acc masters--- Select---- Group.

Delete Group--- GOT----Alter---- Acc masters--- Select---- Group----then Alt+D

To display Group--- GOT---- Chart of Accounts ---- List of Groups

TallyPrime
EDU

MANAGE

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export

Ledger Creation XYZ

Name :
(alias) :

Total Opening Balance

Under : Capital Account

Mailing Details
 Name :
 Address :
 State : ♦ Not Applicable
 Country : India
 Pincode :

Banking Details
 Provide bank details : No

Tax Registration Details
 PANIT No. :

Opening Balance (on 1-Apr-21) :

Single Ledger Creation
GOT--- Create --- ledger

OR

Alt+G ---Create master---- Select
Ledger---- Enter

XYZ

Go To

List of Reports

Create Voucher
Create Master
Alter Master
Expand All
Show More

Saved Views

Common Reports

Balance Sheet

Profit & Loss A/c
Cash/Bank Book
Day Book
Ledger Vouchers
Stock Summary
Trial Balance
Bills Receivable
Bills Payable
Master and Voucher Statistics
Stock Query
Chart of Accounts

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



XYZ

Chart of Accounts

Ledgers

List of Masters

Change Company
Show Inactive

Accounting Masters

Groups
Ledgers
Voucher Types
Currencies
Budgets
Scenarios

Inventory Masters

Stock Groups
Stock Items
Stock Categories
Units
Godowns



Chart of Accounts

List of Ledgers

Assets

Current Assets

Bank Accounts
HDFC Bank
Cash-in-Hand
Cash

Deposits (Asset)
Loans & Advances (Asset)
Stock-in-Hand
Sundry Debtors
Chudamani

Fixed Assets
Investments
Misc. Expenses (ASSET)

Liabilities

Branch / Divisions



G: Go To

XYZ

Multi-Masters

List of Multi-Masters

Multi Create
Multi Alter
Credit Limits



TallyPrime

MANAGE

EDU

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

Multi Ledger Creation

Under Group: All Items

1-Apr-21 to 2-Oct-21

S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr
1.				

Creating
Multiple
ledgers---
GOT---
Chart of
Accounts---
Ledger----list
of ledgers---
ALT+H ---
Multi Create

List of Masters

Change Company

Show More

Accounting Masters

Group

Ledger

Currency

Voucher Type

Inventory Masters

Stock Group

Stock Category

Stock Item

Unit

Godown

Statutory Details

PAN/CIN Details



List of Voucher Types

Attendance

Contra

Credit Note

Debit Note

Delivery Note

Job Work In Order

Job Work Out Order

Journal

Material In

Material Out

Memorandum

Memorandum Vouchers

Payment

Payroll

Physical Stock

POS Invoice

Purchase

Purchase Order

Receipt

Receipt Note

Rejections In

Rejections Out

Reversing Journal

Reversing Journals

Sales

Sales Order

Stock Journal



Voucher Type Creation

Name

(alias)

General

Select type of voucher

Abbreviation

Activate this Voucher Type

Method of voucher numbering

Use effective dates for vouchers

Allow zero-valued transactions

Make this voucher type as 'Optional' by default

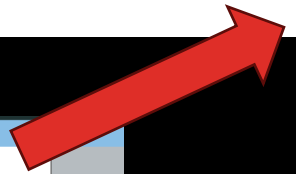
Allow narration in voucher

Provide narrations for each ledger in voucher

Printing

Print voucher after saving

Name of Class



XYZ

Chart of Accounts

List of Masters

Change Company

Show Inactive

Accounting Masters

Groups

Ledgers

Voucher Types

Currencies

Budgets

Scenarios

Inventory Masters

Stock Groups

Stock Items

Stock Categories

Units

Godowns

Create Voucher type: GOT----Acc Masters ---- Voucher Type.

Check/View ---- GOT---Chart of Accounts ---- Voucher types--- List of Voucher Types

List of Masters

Change Company

Show More

Accounting Masters

Group

Ledger

Cost Centre

Currency

Voucher Type

Inventory Masters

Stock Group

Stock Category

Stock Item

Unit

Godown

Statutory Details

PAN/CIN Details

TallyPrime

MANAGE

EDU

K: Company

Y: Data

Cost Centre Creation

Name

:

(alias)

:

Under

:

Primary

Configuration

Provide aliases for Name

:

Yes

Provide language aliases for Name

:

No

Use grouping for Cost Centres

:

Yes

Set Opening Balance for Revenue Items in Reports

:

No

Set Bank details for Cost Centres

:

No

Provide E-mail ID

:

No

Gateway of Tally

Display More Reports

Statements of Accounts

Outstandings

Cost Centres

Statistics

Quit

Chart of Accounts

List of Masters

Change Company

Show Inactive

Accounting Masters

Groups

Ledgers

Voucher Types

Cost Categories

Cost Centres

Currencies

Budgets

Scenarios

Chart of Accounts

List of Masters

Change Company

Show Inactive

Accounting Masters

Groups

Ledgers

Voucher Types

Cost Categories

Cost Centres

Currencies

Budgets

Scenarios

TallyPrime

MANAGE

EDU

K: Company

Y: Data

Z: Exchange

G: Go To

O: Import

E

Multi Cost Centre Creation

XYZ

Under Cost Centre

:

S.No.	Name of Cost Centre	Under
1.		

Gateway of Tally

MASTERS

Create

Alter

CHart of Accounts

TRANSACTIONS

Vouchers

Day BooK

UTILITIES

BaNking

REPORTS

Balance Sheet

Profit & Loss A/c

Stock Summary

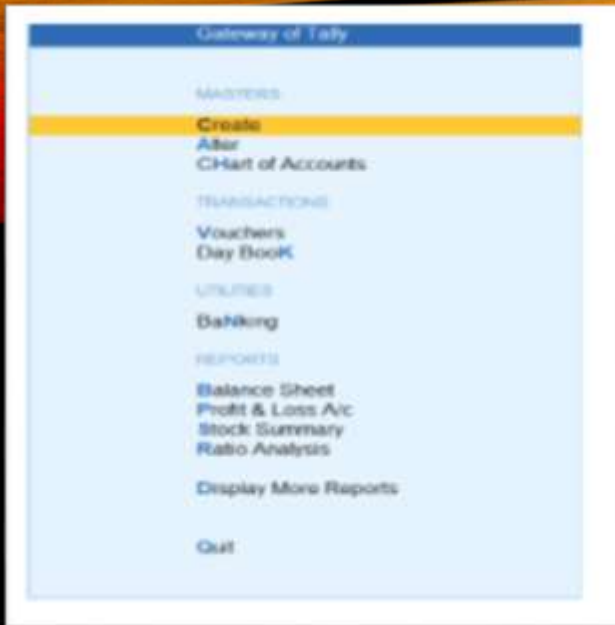
Ratio Analysis

Display More Reports

Quit

Cost Centre & Cost Categories:
 Activate in features F11
 GOT----Create---- Acc Masters: Cost Centre
 To change the Layout of Cost Centre ---Press F12
 Multi Cost Centre: Chart of Acc--- Cost Centre– Alt+H
 Display reports: GOT----Display More reports----
 Statement of Accounts--- Cost Centre---
 Cost Centre Summary

Inventory Masters



Go To
+3 COMMERCE 3RD Yr Ltd

Master Creation

List of Masters

Change Company
Show More

Accounting Masters

- Group
- Ledger
- Cost Centre
- Currency
- Voucher Type

Inventory Masters

- Stock Group
- Stock Category
- Stock Item
- Unit
- Godown

Statutory Details

- GST Details
- PAN/CIN Details

Step-1



Godown Creation

Main Location exists by default for the Company.

Do you want to alter Main Location or create a new Godown?

C: Create New **A: Alter Existing**

Godown Creation

Name : **HUDA BR**

(alias) :

Under : ♦ **Primary**

Step-2

Stock Group Creation

Stock Group Alteration

Name : **Academic Courses Books**

(alias) :

Under : ♦ **Primary**

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

Set/Alter GST Details : **No**

Step-3 Stock Category

Stock Category Alteration

Name : **BCOM III**

(alias) :

Under : ♦ **Primary**

Units of Measure

Unit Creation

Type : Simple

Symbol :

Formal name :

Unit Quantity Code (UQC) :

Number of decimal places : 0



Unit Creation

Type : Simple

Symbol : pcs

Formal name : Pieces

Unit Quantity Code (UQC) : PCS-PIECES

Number of decimal places :



Unit Creation

Type : Compound

Units with Multiplier Factors

(example: Kgs of 1000 gms)

First unit

Conversion

Second unit

pcs

of

Stock Item Creation

Stock Item Creation

+3 COMMERCE 3RD Yr Ltd

Name : Computerised Accounting

(alias) :

Under : Academic Courses Books

Category : BCOM III

Units : pcs

Statutory Details

GST Applicable :

Set/Alter GST Details : No

Type of Supply : Goods

Rate of Duty (eg 5) :

Additional Details

Set components (BOM) : No

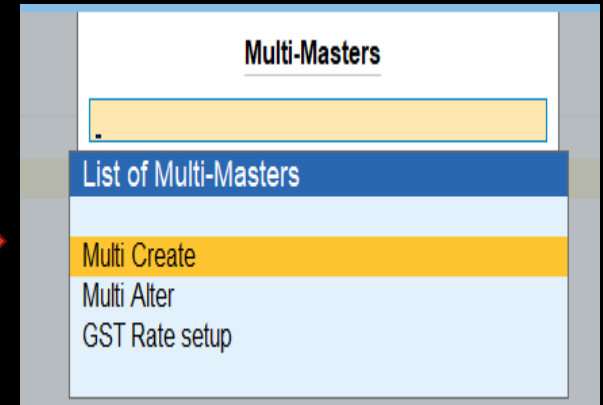
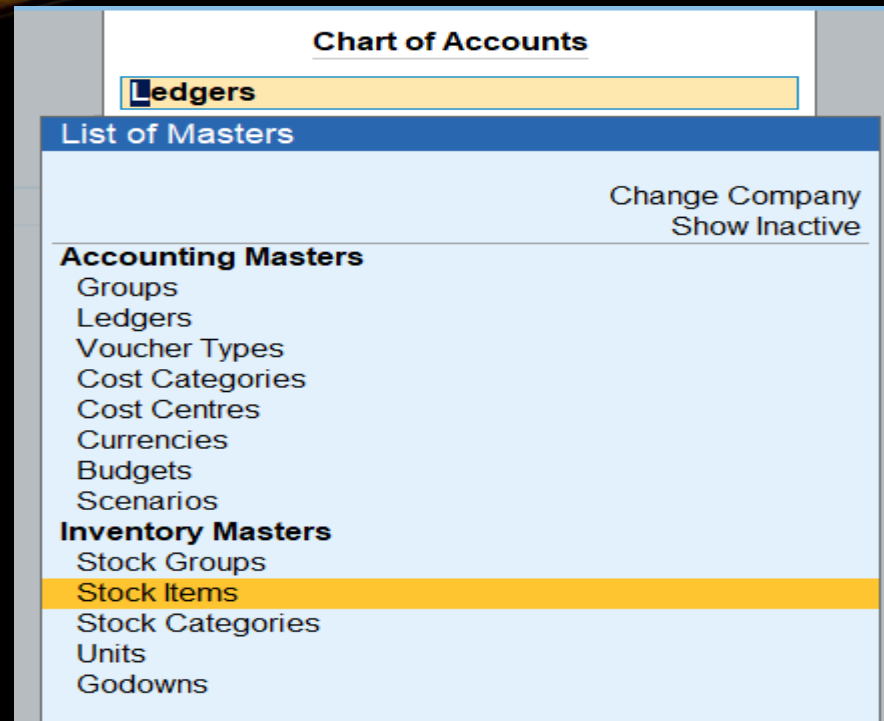
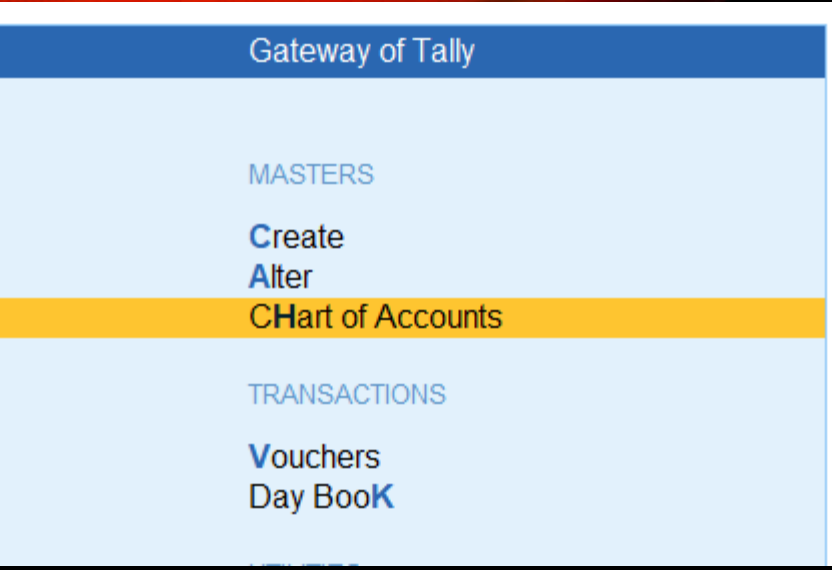
Opening Balance :

Quantity

Rate per

Value

Multi Stock Item Creation



Multi Stock Item Creation			+3 COMMERCE 3RD Yr Ltd					✕	
Under Group		:	◆ All Items					For 1-Apr-21	
S.No.	Name of Item	Under	Units	Opening Qty	Rate	per	Amount		
1.									

Voucher Creation

Gateway of Tally

MASTERS

Create
Alter
Chart of Accounts

TRANSACTIONS

Vouchers
Day Book

To enter voucher either select Vouchers option in the GOT screen or Press "V". Voucher type can selected from the voucher entry screen or shortcut key can be used.

Change Voucher Type

Payment

List of Voucher Types

	Create Show Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Payment	F5
Purchase	F9
Receipt	F6
Sales	F8
Inventory Vouchers	
Physical Stock	Ctrl+F7
Stock Journal	Alt+F7

F2: Date <

F3: Company <

F4: Contra <

F5: Payment <

F6: Receipt <

F7: Journal <

F8: Sales <

F9: Purchase <

F10: Other Vouchers <

F: Autofill <

H: Change Mode <

I: More Details <

O: Related Reports <

L: Optional <

T: Post-Dated <

Voucher Configuration Screen – F12

Configuration

Show more configurations : Yes

General Details

- Use Cr/Dr instead of To/By during voucher entry : No
- Provide Supplier Inv/Ref No. and Date : No
- Warn on negative Cash Balance : Yes
- Preallocate bills for Payment/Receipt/Journal Vouchers : No
- Show list of Bills for selection : Yes
 - Show Final Balances for each Bill : Yes
- Select Cost Centre/Class : No
 - Show list of Cost Centres : No
- Skip the Date field during voucher creation : Yes
- Show Inventory details : Yes
- Show Current Balance of Ledgers : Yes
 - Show Balances as on Voucher date : No
 - Show final Ledger Balance : No
- Show Cost Centre details : Yes
- Show Bill-wise Details : Yes
 - Show Bill-wise details in multiple lines : Yes
- Warn when Voucher No. exceeds 16 characters : Yes

Bank Details

- Use default Bank Allocations : No
 - Use Auto Cheque Numbering : Yes
 - Select Cheque Range : Yes
 - Set Ledger-wise Bank Allocations during voucher creation : No
- Remove Bank Date while altering Reconciled Voucher : No
- Print Cheque after saving Voucher : Yes
- Show Cheque details before printing : Yes

GST Details

- Allow Tax difference up to : 0
 - Actual versus Computed Tax : Greater or Lesser

Contra Voucher

Single Entry mode

TallyPrime
EDU

MANAGE
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P: Print

Accounting Voucher Creation

ContraNo. 1

1-Apr-21
Thursday

Account: Cash
Current balance: 5,00,000.00 Dr

Particulars

Sbi Bank A/c
Cur Bal: 5,00,000.00 Cr

Amount

5,00,000.00

Narration:
money transferred to bank a/c

5,00,000.00

Entry mode
can be
changed by
using Cntrl+H

- F: Autofill
- H: Change Mode
- I: More Details
- O: Related Reports
- L: Optional
- T: Post-Dated

Change Voucher Mode

Double Entry

List of Modes/Usages

Double Entry

Single Entry

Double Entry mode

Contra	No. 1	1-Apr-21 Thursday
Particulars	Debit	Credit
To Sbi Bank A/c Cur Bal: 5,00,000.00 Dr		5,00,000.00
By Cash Cur Bal: 5,00,000.00 Dr	5,00,000.00	

Memorandum Voucher (F10- Other Vouchers)

XYZ Enterprises

Change Voucher Type

Memorandum

List of Voucher Types

Create Show Inactive

Accounting Vouchers

Contra F4

Credit Note Alt+F6

Debit Note Alt+F5

Journal F7

Memorandum

Payment F5

Purchase F9

Receipt F6

Sales F8

Inventory Vouchers

Physical Stock Ctrl+F7

Receipt Note Alt+F9

Rejections Out Ctrl+F5

Stock Journal Alt+F7

Order Vouchers

Purchase Order Ctrl+F9

Payroll Vouchers

Attendance

Payroll Ctrl+F4



Accounting Voucher Alteration +3 COMMERCE 3RD Yr Ltd

Memorandum No: 1

1-Apr-21 Thursday

Particulars Debit Credit

By Printing 5,000.00

Cur Bal: 0.00 Dr

Nil 5,000.00 Dr

To Cash 5,000.00

Cur Bal: 5,00,000.00 Dr



Exception Reports

MASTERS

Ledgers Without E-mAil IDs

REGISTERS

Memorandum Register

Optional Vouchers

Cancelled Vouchers

Post-Dated Vouchers



Display More Reports

ACCOUNTING

Trial Balance

Day Book

Cash Flow

Funds Flow

Account Books

Statements of Accounts

INVENTORY

Inventory Books

Statements of Inventory

STATUTORY

GST Reports

EXCEPTION

Exception Reports

Analysis & Verification



Gateway of Tally

MASTERS

Create

Alter

CHart of Accounts

TRANSACTIONS

Vouchers

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UTILITIES

BaNking

REPORTS

Balance Sheet

Profit & Loss A/c

Stock Summary

Ratio Analysis

Display More Reports

Activate inactive voucher

F4: Contra	<
F5: Payment	<
F6: Receipt	<
F7: Journal	<
F8: Sales	<
F9: Purchase	<
F10: Other Vouchers	<

List of Voucher Types	
	Create Show Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Memorandum	
Payment	F5
Purchase	F9
Receipt	F6
Sales	F8
Inventory Vouchers	
Physical Stock	Ctrl+F7
Stock Journal	Alt+F7
Order Vouchers	
Purchase Order	Ctrl+F9

List of Voucher Types	
	Create Hide Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Memorandum	
Payment	F5
Purchase	F9
Receipt	F6
Reversing Journal	
Sales	F8
Inventory Vouchers	
Delivery Note	Alt+F8
Material In	
Material Out	
Physical Stock	Ctrl+F7
Receipt Note	Alt+F9
Rejections In	Ctrl+F6
Rejections Out	Ctrl+F5
Stock Journal	Alt+F7
Order Vouchers	
Job Work In Order	
Job Work Out Order	
Purchase Order	Ctrl+F9
Sales Order	Ctrl+F8
Payroll Vouchers	
Attendance	
Payroll	Ctrl+F4

Purchase order (Cntrl+F9)

Purchase Order		No. 1	1-Apr-21		Thursday
Party A/c name	:	Garg Mobile Studio			
Current balance	:				
Purchase ledger	:	Purchase			
Current balance	:				
Name of Item			Quantity	Rate per	Amount
Samsung J4			5 pcs	10,000.00 pcs	50,000.00
Samsung J5			6 pcs	11,000.00 pcs	66,000.00
Samsung J6			7 pcs	12,000.00 pcs	84,000.00
					2,00,000.00

Receipt Note (Alt+ F9)

Order No(s)
1

:

Order Details

Date: 1-Apr-21

Mode/Terms of Payment : Bank Transfer

Other References :

Terms of Delivery :

Receipt Doc No.

:

Dispatched through

:

Destination

:

Carrier Name/Agent

:

Bill of Lading/LR-RR No.

:

Motor Vehicle No.

:

Date:

Rejections Out (Cntrl+ F5)

Inventory Voucher Alteration

+3 COMMERCE 3RD Yr Ltd

Rejections Out

No. 1

1-Apr-21

Thursday

Garg Mobile Studio		Garg Mobile Studio	
Ledger Account		Supplier's Name and Address	
Name of Item		Quantity	Rate per Amount
Samsung J4		1 pcs	10,000.00 pcs 10,000.00
Tracking No.: 1 Order No.: 1 Due on: 1-Apr-21		Main Location	1 pcs 10,000.00 pcs 10,000.00

Purchase (F9)

Purchase		No.	1	1-Apr-21			
Supplier Invoice No.		:	1	Date	:	1-Apr-21	
Party A/c name		:	Garg Mobile Studio				
Current balance		:	2,26,480.00 Cr				
Purchase ledger		:	Purchase				
Current balance		:	1,90,000.00 Dr				
Name of Item				Quantity	Rate	per	Amount
Samsung J4				4 pcs	10,000.00	pcs	40,000.00
Samsung J5				6 pcs	11,000.00	pcs	66,000.00
Samsung J6				7 pcs	12,000.00	pcs	84,000.00
							1,90,000.00
CGST					6	%	18,240.00
SGST					6	%	18,240.00

Debit Note (Alt+F5)

Debit Note		No.	1			1-Apr-21 Thursday
Particulars				Debit	Credit	
By	Garg Mobile Studio			34,048.00		
	Cur Bal: 1,92,432.00 Cr					
	Agst Ref 1		34,048.00 Dr			
To	Purchase				30,400.00	
	Cur Bal: 1,59,600.00 Dr					
	Nil		30,400.00 Cr			
To	CGST				1,824.00	
	Cur Bal: 16,416.00 Dr					
To	SGST				1,824.00	
	Cur Bal: 16,416.00 Dr					

Stock Journal (Alt+F7)

Stock Journal		No. 1												1-Apr-21 Thursday	
Transfer of Materials															
Source (Consumption)					Destination (Production)										
Name of Item		Godown		Amount	Name of Item		Godown		Amount						
		Quantity	Rate				Quantity	Rate							
Samsung J4	Main Location	2 pcs	10,000.00/pcs	20,000.00	Samsung J4	HUDA BR	2 pcs	10,000.00/pcs	20,000.00						
Samsung J5	Main Location	2 pcs	11,000.00/pcs	22,000.00	Samsung J5	HUDA BR	2 pcs	11,000.00/pcs	22,000.00						
Samsung J6	Main Location	3 pcs	12,000.00/pcs	36,000.00	Samsung J6	HUDA BR	3 pcs	12,000.00/pcs	36,000.00						

Budget

List of Masters

Change Company
Show Less
Show Inactive

Accounting Masters

Group
Ledger
Cost Category
Cost Centre
Cost Centre Class
Currency
Budget
Scenario
Voucher Type
Credit Limits

Name : Budget April

Under : ♦ Primary

Period of Budget

Set / Alter Budgets of

From:

To:

Groups

Ledgers

Cost Centres

1-Apr-21

1-May-21

No

Yes

No

Ledger Budgets Under 'Budget April'			
(From 1-Apr-21 to 1-May-21)			
Account Name	Cost Centre	Type of Budget	Amount
Rent	♦ Not Applicable	On Nett Transactions	30,000.00
Salaries	♦ Not Applicable	On Nett Transactions	40,000.00
Office Expenses	♦ Not Applicable	On Nett Transactions	10,000.00
Staff Welfare	♦ Not Applicable	On Nett Transactions	5,000.00
Printing & Stationery	♦ Not Applicable	On Nett Transactions	2,000.00
General Expenses	♦ Not Applicable	On Nett Transactions	6,000.00

Payment		No. 1	1-May-21 Saturday
Particulars		Debit	Credit
By Rent		35,000.00	
Cur Bal: 35,000.00 Dr			
By Salaries		38,000.00	
Cur Bal: 38,000.00 Dr			
By Office Expenses		11,000.00	
Cur Bal: 11,000.00 Dr			
By Printing & Stationery		1,000.00	
Cur Bal: 1,000.00 Dr			
By General Expenses		7,000.00	
Cur Bal: 7,000.00 Dr			
By Staff Welfare		6,000.00	
Cur Bal: 6,000.00 Dr			
To Sbi Bank A/c			98,000.00
Cur Bal: 4,02,000.00 Dr			

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

Display More Reports

ACCOUNTING

Trial Balance

Day Book

Cash Flow

Funds Flow

F9

F10: Budget Variance

Group Summary +3 COMMERCE 3RD Yr Ltd							
Particulars	Indirect Expenses +3 COMMERCE 3RD Yr Ltd 1-Apr-21 to 1-May-21 Budget April		Indirect Expenses +3 COMMERCE 3RD Yr Ltd 1-Apr-21 to 1-May-21 Actuals		Indirect Expenses +3 COMMERCE 3RD Yr Ltd 1-Apr-21 to 1-May-21 Budget April Variance		
	Closing Balance		Closing Balance		Closing Balance		
	Debit	Credit	Debit	Credit	Debit	Credit	
General Expenses	6,000.00		7,000.00	116.67%	(-)1,000.00	(-)16.666%	
Office Expenses	10,000.00		11,000.00	110.00%	(-)1,000.00	(-)10%	
Printing & Stationery	2,000.00		1,000.00	50.00%	1,000.00	50%	
Rent	30,000.00		35,000.00	116.67%	(-)5,000.00	(-)16.666%	
Salaries	40,000.00		38,000.00	95.00%	2,000.00	5%	
Staff Welfare	5,000.00		6,000.00	120.00%	(-)1,000.00	(-)20%	

BILL OF MATERIAL

Create stock group > then stock item> in stock item click on BOM to yes > create BOM

Stock Item Alteration (Secondary)

Name

: Assembled Desktop

(alias)

:

Under

:

Assembled Desktop

Units

:

Nos.

Additional Details

Alter components (BOM)

:

Yes



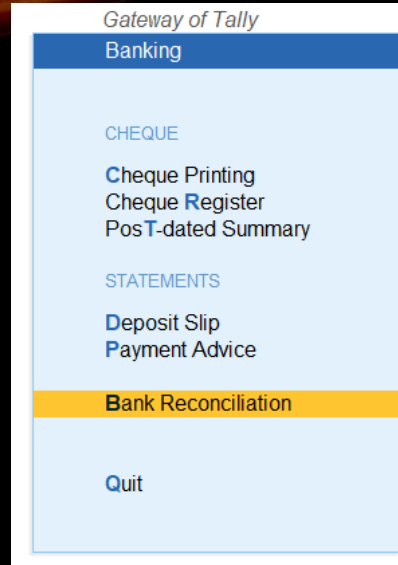
BOM List of : Assembled Desktop	
Name of BOM	
Standard Desktop	
Premium Desktop	



BoM Name		: Standard Desktop
Components of		: Assembled Desktop
Unit of manufacture		: 1 Nos.
Item	Godown	Quantity
14.1 inch Dell Monitor	WareHouse	1 Nos.
AMD Processor	WareHouse	1 Nos.
Asus Motherboard	WareHouse	1 Nos.
HP Wired Keyboard	WareHouse	1 Nos.
Zebronics Cabinet	WareHouse	1 Nos.
Seagate 2 TB Hard Disk	WareHouse	1 Nos.
Asus Motherboard	WareHouse	1 Nos.

To use the BOM GOTO Vouchers> Alt+ F7> Stock Journal > Change Mode> Manufacturing journal

BANK RECONCILIATION STATEMENT



Zen Technologies

Name of Bank Ledger

List of Bank Ledgers	
Ledger Name	Account No.
Axis Bank	Create

[illegible]

GST ,TDS, TCS- Activate Taxation features from F1 1

Company: Zen Technologies

Show more features : Yes

Show all features : Yes

Accounting

Maintain Accounts : ☒ Yes

Enable Bill-wise entry : Yes

Enable Cost Centres : Yes

Enable Interest Calculation : No

Inventory

Maintain Inventory : Yes

Integrate Accounts with Inventory : Yes

Enable multiple Price Levels : No

Enable Batches : No

Maintain Expiry Date for Batches : No

Enable Job Order Processing : No

Enable Cost Tracking : No

Enable Job Costing : No

Use Discount column in invoices : No

Use separate Actual and Billed Quantity columns in invoices : No

Taxation

Enable Goods and Services Tax (GST) : Yes

Set/Alter Company GST Rate and Other Details : No

Enable Tax Deducted at Source (TDS) : Yes

Enable Tax Collected at Source (TCS) : Yes

Enable Value Added Tax (VAT) : No

Enable Excise : No

Enable Service Tax : No

Online Access

Enable Browser Access for Reports : Yes

Enable Tally.NET Services for Remote Access & Synchronisation : No

Payroll

Maintain Payroll : Yes

Enable Payroll Statutory : Yes

Others

Enable Payment Request to share payment link/QR code : No

Enable multiple addresses : No

Mark modified vouchers : No

To use GST create ledger according to the business requirement and while recording transaction implement the GST like CGST, SGST, IGST, Rate of taxation . Same process it is to be followed for TDS and TCS.

Name (alias)	Purchases
Under	Purchase Accounts
Type of Ledger	Not Applicable
Statutory Details	
Include in Assessable Value calculation	Not Applicable
GST applicability	Applicable
HSN/SAC & Related Details	
HSN/SAC Details	As per Company/Group
Source of details	Not Available
HSN/SAC	
Description	
GST Rate & Related Details	
GST Rate Details	As per Company/Group
Source of details	Not Available
Taxability Type	
GST Rate	0 %
Type of Supply	Services
Set/Alter other Statutory details	No

Purchase		No. 5			1-Jun-24
Supplier Invoice No.		Date			Saturday
Party A/c name	A One Technologies				
Current balance	7,05,700.00 Cr				
Name of Item	Quantity	Rate per	Amount		
AOC 16inch Monitor	40 Nos.	18,000.00 Nos.	7,20,000.00		
CGST		6 %	43,200.00		
SGST		6 %	43,200.00		

to view
statutory reports
related to
GST/TDS/TCS



Display More Reports
ACCOUNTING
Trial Balance
Day Book
Cash Flow
Funds Flow
Account Books
Statements of Accounts
INVENTORY
Inventory Books
Statements of Inventory
STATUTORY
Statutory Reports
PAYROLL
Payroll Reports

To view tax invoice
click on ALT+P on
voucher entry screen

Tax Invoice

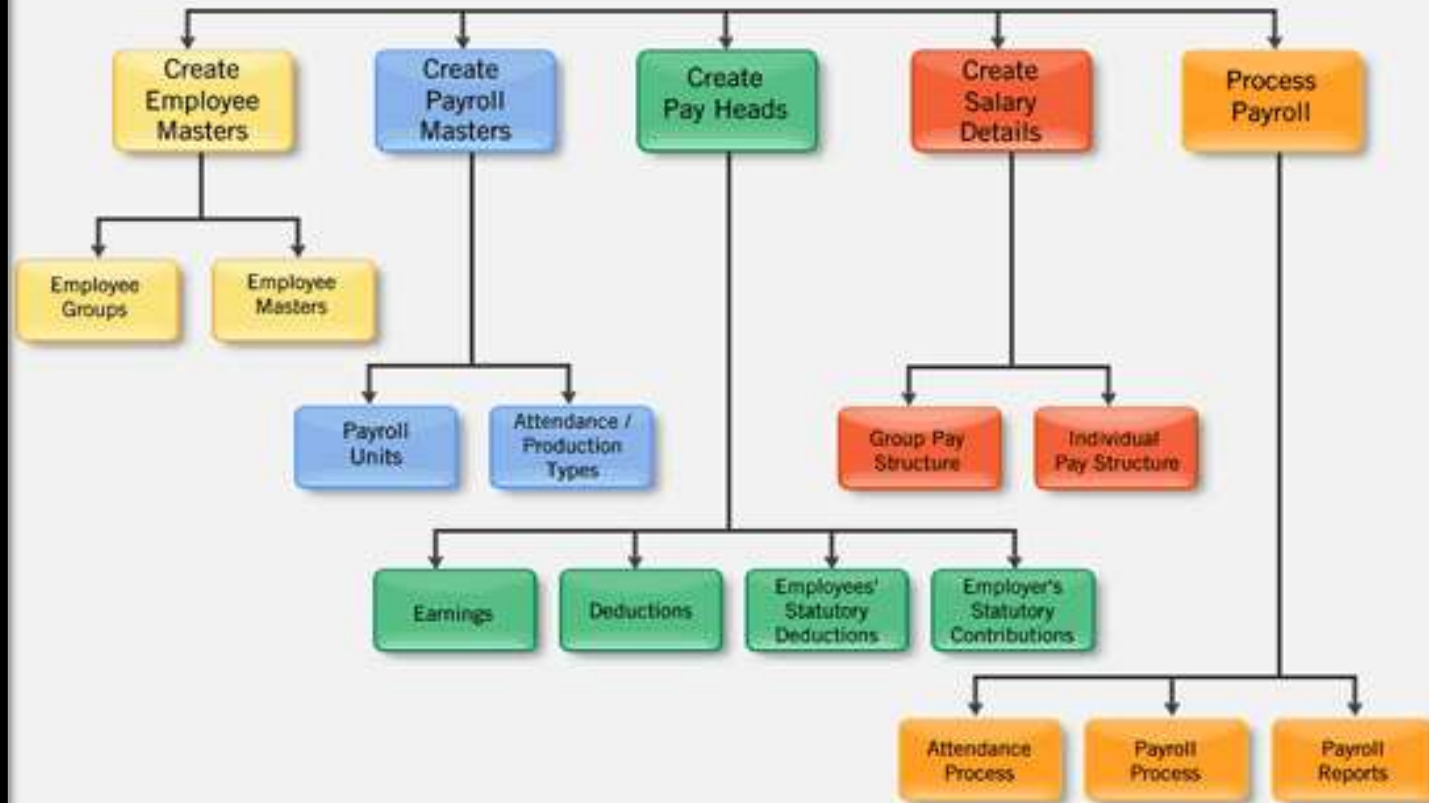
Zen Technologies Ispat College Rourkela GSTIN/UIN: 21AAGFO913Q1ZT State Name : Odisha, Code : 21		Invoice No. 3	Dated 1-Jun-24			
		Delivery Note	Mode/Terms of Payment			
		Reference No. & Date.	Other References			
Consignee (Ship to) XinTech State Name : Odisha, Code : 21		Buyer's Order No.	Dated			
		Dispatch Doc No.	Delivery Note Date			
		Dispatched through	Destination			
Buyer (Bill to) XinTech State Name : Odisha, Code : 21		Terms of Delivery				
SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	14.1 inch Dell Monitor		10 Nos.	11,000.00	Nos.	1,10,000.00
	CGST			6 %		6,600.00
	SGST			6 %		6,600.00
Total			10 Nos.			₹ 1,23,200.00
Amount Chargeable (in words)						E. & O.E
INR One Lakh Twenty Three Thousand Two Hundred Only						
HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total
		Rate	Amount	Rate	Amount	Tax Amount
	1,10,000.00	6%	6,600.00	6%	6,600.00	13,200.00
Total	1,10,000.00		6,600.00		6,600.00	13,200.00
Tax Amount (in words) : INR Thirteen Thousand Two Hundred Only						
Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.		for Zen Technologies Authorised Signatory				

This is a Computer Generated Invoice

PAYROLL- Select Payroll option to yes in F11 featues screen

Company: Zen Technologies	
<hr/>	
<i>Show more features</i> : Yes	
<i>Show all features</i> : Yes	
<hr/>	
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
Set/Alter Company GST Rate and Other Details	: No
Enable Tax Deducted at Source (TDS)	: Yes
Enable Tax Collected at Source (TCS)	: Yes
Enable Value Added Tax (VAT)	: No
Enable Excise	: No
Enable Service Tax	: No
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: Yes
Enable Payroll Statutory	: Yes
Others	
Enable Payment Request to share payment link/QR code	: No
Enable multiple addresses	: No
Mark modified vouchers	: No

5 Easy steps to Payroll



Master Creation

List of Masters

[Change Company](#)
[Show More](#)

Accounting Masters

Group
Ledger
Cost Category
Cost Centre
Currency
Voucher Type

Inventory Masters

Stock Group
Stock Category
Stock Item
Unit
Godown

Payroll Masters

Employee Category
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Payroll Voucher Type

Employee Category Alteration (Secondary)

Name : **Head Office Employees**
(alias) :

Allocate Revenue Items : **Yes**
Allocate Non-revenue items : **Yes**



Employee Group Alteration (Secondary)

Category : **Head Office Employees**
Name : **Accounts Department**
(alias) :

Under : **♦ Primary**
Define salary details : **No**



Create Category > Group >
Employees as per requirement

Category : **Head Office Employees**
Name : **Soumya Kartik**
(alias) :

Under : **Accounts Department**
(♦ Primary)
Date of joining : **1-Apr-2021**
Define salary details : **No**
Date of resignation/retirement :

General Information		Statutory Details	
Employee Number	: 24525	Provide bank details	: No
Designation	: Accounts Manager	Applicable Tax Regime	: Regular Tax Regime
Function	: Accounts & Finance	(From 1-Apr-24)	
Location	: Bhubaneswar	Income Tax Number (PAN)	: JKBPO8259G
Gender	: Male	Aadhaar number	:
Date of birth	:	Universal Account Number (UAN)	:
Blood group	: A2B Negative	PF account number	:
Father's/mother's name	: Amish	EPS account number	:
Spouse's name	: Nita	Date of joining for PF	:
Address	: Rourkela	Date of relieving for PF	:
	: 4	PR account number (PRAN)	:
		ESI number	:

Payroll Masters

Employee Category
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Define Salary
Payroll Voucher Type



Unit Alteration

Type : **Simple**
Symbol : **hrs**
Formal name : Hours
Unit Quantity Code (UQC) : **♦ Not Applicable**
Number of decimal places : **2**

Units Creation

Attendance/Production



Attendance/Production Type Alteration

Name : **Present Days**
(alias) :

Under : **♦ Primary**

Attendance type : **Attendance / Leave with Pay**
Period type : **Days**



Attendance/Production Type Alteration

Name : **Absent**
(alias) :

Under : **♦ Primary**

Attendance type : **Leave without Pay**
Period type : **Days**

Pay Head creation

Master Alteration

List of Pay Heads

Create
Back

Basic Salary
Fixed Allowances
HRA
Late Coming Penalty
Salary Payable
Telephone Reimbursement

Pay Head Alteration

Name : HRA
(alias) :

Pay Head Alteration	
Name	: Basic Salary
(alias)	:
Pay Head Information	
Pay head type	: Earnings for Employees
Income type	: Fixed
Under	: Indirect Expenses
Affect net salary	: Yes
Name to be displayed in payslip	: Basic Salary
Use for calculation of gratuity	: No
Set / Alter Income Tax Details	: No
Calculation type	: On Attendance
Attendance/leave with pay	: Present Days
Calculation period	: Months
Basis of calculation (per day)	: As per Calendar Period

1,90,000.00 Dr

Pay Head Information

Pay head type : Earnings for Employees
Income type : Fixed
Under : Indirect Expenses

Affect net salary : Yes
Name to be displayed in payslip : HRA
Use for calculation of gratuity : No
Set / Alter Income Tax Details : No
Calculation type : As Computed Value

Calculation period : Months

Computation Information

Compute : On Specified Formula
Specified formula : Basic Salary

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-24			Percentage	40 %

As per organization requirement pay heads can be created like ESI,EPF, Allowances etc

Payroll Masters

- Employee Category
- Employee Group
- Employee
- Units (Work)
- Attendance/Production Type
- Pay Heads
- Define Salary
- Payroll Voucher Type

Salary Details Alteration			Zen Technologies			
Name	: Soumya Kartik (24525)					
Under	: Accounts Department (♦ Primary)					
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-24	Basic Salary HRA Fixed Allowances Telephone Reimbursement Late Coming Penalty	25,000.00	Months	Earnings for Employees	On Attendance	Basic Salary
				Earnings for Employees	As Computed Value	
		5,000.00	Months	Earnings for Employees	Flat Rate	
				Reimbursements to Employees	As User Defined Value	
				Deductions From Employees	As User Defined Value	

Zen Technologies

Master Alteration

Create
Back

List of Voucher Types

Attendance
Payment
Payroll

Payroll Voucher Type Alteration

Name : **Payment**

(alias) :

General

Select type of voucher : **Payment**

Abbreviation : Pymt

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 : **No**

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**

Attendance Voucher

GOT > Transactions > Vouchers> F10> Payroll vouchers > Attendance

Attendance		No. 1				1-Jun-24 Saturday
Employee Name	Employee Number	Attendance/Production Type			Value	Unit
Soumya Kartik	24525	Present Days	Cur Bal: 26 Days		26 Days	

Attendance		No. 2				1-Jun-24 Saturday
Employee Name	Employee Number	Attendance/Production Type			Value	Unit
Soumya Kartik	24525	Absent	Cur Bal: 2 Days		2 Days	
Soumya Kartik	24525	Weekoffs	Cur Bal: 2 Days		2 Days	

PAYROLL VOUCHERS:
GOT> Transactions> Vouchers > Cntrl+F4

Payroll	No. 3
Account : Axis Bank	
Cur Bal: 1,53,332.40 Dr	
Particulars	
Primary Cost Category	

Transactions related to salary can be made as per the requirement

Payroll Voucher Alteration (Secondary)		Zen Technologies	
Payroll	No. 2		
		Status	: Payroll autofill (Salary)
Account : Salary Payable			
Cur Bal: 0.00 Cr			
Particulars			
Head Office Employees			
Soumya Kartik			
Basic Salary	23,334.00 Dr	Cur Bal:	23,334.00 Dr
HRA	9,333.60 Dr	Cur Bal:	9,333.60 Dr
Fixed Allowances	5,000.00 Dr	Cur Bal:	5,000.00 Dr

Payroll Reports

Gateway of Tally
Display More Reports
ACCOUNTING
Trial Balance
Day Book
Cash Flow
Funds Flow
Account Books
Statements of Accounts
INVENTORY
Inventory Books
Statements of Inventory
STATUTORY
Statutory Reports
PAYROLL
Payroll Reports
EXCEPTION
Exception Reports
Analysis & Verification

Gateway of Tally
Display More Reports
Payroll Reports
SUMMARY
Pay Slip
Pay Sheet
Attendance Sheet
Payment Advice
Employees Without E-mail IDs
Payroll Statement
Employee Pay Head Breakup
Pay Head Employee Breakup
Statutory Reports
REGISTERS
Payroll Register
Attendance Register
EMPLOYEES
Employee Profile
Employee Head Count
Expatriate Reports



• **THANK YOU** •

ANY QUESTION? ATTEND CLASSES