

Tally 9.0

Tally is an accounting software package. It deals with all day-to-day transactions. It contains the options for entering, classifying, recording and finalising the accounts. If we give just small guidelines, it provides us fantastic results. You do not try to remember any rules here. The tally software contains different versions like Tally 4.0, 4.5, 5.0, 5.4, 6.3, 7.2, 8.1, 9.0, 9.0 with ERP [Enterprise resource planner], 9.0 with GST.

Every version contains different types of updations like backup, inventory, languages, VAT [value added tax], GST [Goods and Service Tax].

The Tally software was developed by Petronics Private Limited Company, Bangalore. The founder of Tally is (Shay) Shyam Sundar Goyanka. Basically, It deals with all the accounting transactions as well as payroll information [Employees Data Base].

Company Info Menu

When you open tally application it shows the first screen as company info menu. It is a standard business accounting software. It contains all the day-to-day transactions for entering, classifying accounts.

Location:- click on start button → select All programmes
→ click on Tally 9.0

Company Info Menu	
Select Company	F1 → Select Co.
Create company	Alt + F1 → Shut Company
Backup	F4 → Backup
Restore	Alt + F4 → Restore
Quit	F6 → Buttons Panel
	F11 → Features Menu
	F12 → Configuration Menu
Calculator	Ctrl + N

In Tally Application, the commonly used buttons are up (↑) and down (↓) arrow keys, enter and escape keys. In this company info menu, the right hand side area is treated as buttons panel, which contains different function keys. Depending on the screen, the buttons panel is to be changed.

(1) Select Company :-

Location :- Company info menu → click on select company option or press "s" button from the keyboard or press F11

It shows total list of companies with the company name, folder name, folder number of the company and company establishment date. Choose any one company name by using up and down arrow keys and press "Enter" button. The select company is used to open an existing company.

(2) Create Company :-

Location :- Company info menu → click on create company option or press "c" button from the keyboard.

④

When you want to create a new company for any kind of problems, we must have to create a new company. Without creation of company, we cannot solve a problem.

(3) Backup :-

Location :- Company info menu → click on Backup option (or) Press "B" button on the keyboard or press "F4".

The data you entered is stored on hard disk, a copy of the data should be kept in floppy, CD, DVD for safety purpose. This process of keeping another copy of the data in another place is called as Backup.

If the original data which is stored in hard disk gets damaged or deleted, in this situation you can copy the backedup data kept in the other place.

(4) Restore :-

Location :- Company info menu → click on restore option (or) press "R" button on keyboard (or) press Alt+F4.

The process of getting backup the early data in the working disk is known as restore of the data. Without backup, the data cannot be restored.

(5) Quit :-

Location :- Company info menu → click on quit option
or press "Q" button on keyboard (or)
press "Escape".

The Quit option is used to exit from the Tally prompt.



Gateway of Tally

Gateway of Tally

ctrl + M

current period	current date
1-4-2013 to	Monday
31-3-2014	1 Apr, 2013

List of Selected Companies

Name of Company	Date of Last Entry
ABC Company	1-Apr-2013

Gateway of Tally

Masters

- Accounts info.
- Inventory info.

Transactions

- Accounting Voucher
- Inventory voucher

Import

- Import of Data

Reports

- Balance Sheet
- Profit & Loss Ac.
- Stock Summary
- Ratio Analysis
- Display
- Multi Account Printing
- Quit

Buttons Panel

Right Side Buttons Bar contains:-

Buttons	Shortcut key	Usability
* Select Company	F ₁	To select the company.
* Shut company	Alt + F ₁	To shut or close the company.
* Date	F ₂	To change the current date.
* Period	Alt + F ₂	To change the period.
* Company	F ₃	To select a different company which is access loaded.
* Company info	Alt + F ₃	To access the company info menu.
* Coment	F ₄	To connect companies on Tally NET.
* Discount	Alt + F ₄	To disconnect companies on Tally NET.
* Features	F ₁₁	To access the company features for a com
* Configure	F ₁₂	To access the configuration settings.

Top Buttons Bar contains:-

Buttons	Shortcut	Usability	
* Print	Alt + P	As it is not used from main seven, these buttons are disabled.	
* Export	Alt + E		
* E-mail	Alt + M		
* Upload	Alt + O		
* Language	Alt + G		To change the language
* Keyboard	Alt + K		To change the keyboard language.
* Control center	Ctrl + K		Login to control center.
* Support center	Ctrl + H	To post the queries of the	

Problems

- * 1. Uday started Business with capital ₹. 800000 by the way of Bank cheque.
2. Cash deposited into SBI ₹. 60000
3. Purchased Goods worth ₹. 30000
4. Purchased Goods on credit Basis ₹. 25000 from Raj & Co.
5. Sold Goods worth ₹. 8000
6. Sold Goods on credit Basis ₹. 7000 to Mahesh & Co.
7. Paid for salaries ₹. 12000 by the way of Bank Cheque.
8. Cash Received from Mahesh ₹. 3000
9. Cash paid to Raj & Co. ₹. 5000
10. Paid for water ₹. 8000
Loss by fire ₹. 12000
Power ₹. 10000
Travelling expenses ₹. 6000
11. Purchased Furniture ₹. 30000
12. Charge depreciation on furniture @ 12%.

Sol:-

Step-1 :- New company creation

Location :- company info menu → create company or
press "C" ↵

Name : Uday & Co.

Maintain : Accounts Only.

[Ctrl + A]

Step-2 : Ledger creation.

Location : Gateway of tally → accounts info → ledgers →
multiple create ↵↵

S.No.	Name of the ledger	Under	Opening Balance	Dr./Cr.
1.	SBI A/c.	Bank		
2.	Uday capital	Capital		
3.	Purchases	Purchase		
4.	Credit Purchases	Purchases		
5.	Raj & Co.	S. Creditors		
6.	Sales	Sales		
7.	Mahesh & Co.	S. Debtors		
8.	Credit Sales	Sales		
9.	Salaries	Indirect Exp		
10.	Water	Direct Exp.		
11.	Loss by fire	Indirect Exp.		
12.	Power	Direct Exp.		

13.	Travelling Expenses	Indirect expenses
14.	Furniture	Fixed Asset
15.	Depreciation	Indirect Expenses

Step-3: Voucher entry.

Location: Gateway of Tally → Accounting voucher or
Press "V" from keyboard. ↵

Sl.No.	Particulars	Debit Amt.	Credit Amt.	Voucher Type	Function Key
1.	SBI Alc. — Dr. To Uday Capital Alc.	800000 -	- 800000	Receipts	F6
2.	SBI Alc. — Dr. To cash Alc.	60000 -	- 60000	Contra	F4
3.	Purchase Alc. — Dr. To cash Alc.	30000 -	- 30000	Purchases	F9
4.	Credit Purchase Alc. — Dr. To Raj & Co. Alc.	25000 -	- 25000	Purchases	F9
5.	Cash Alc. — Dr. To Sales Alc.	8000 -	- 8000	Sales	F8
6.	Mahesh Alc. — Dr. To Credit Sales Alc.	7000 -	- 7000	Sales	F8
7.	Salaries Alc. — Dr. To SBI Alc.	12000 -	- 12000	Payment	F5

8.	Cash A/c. -Dr. To Mahesh A/c.	3000 -	- 3000	Receipts	F6
9.	Raj & Co. A/c. -Dr. To Cash A/c.	5000 -	- 5000	Payment	F5
10.	Water A/c. -Dr. Loss by fire A/c. -Dr. Power A/c. -Dr. Travelling exp. A/c. -Dr. To cash A/c.	8000 12000 10000 8000 -	- - - - 36000	Payment	F5
11.	Furniture A/c. -Dr. To Cash A/c.	30000 -	- 30000	Payment	F5
12.	Depreciation A/c. -Dr. To furniture A/c.	3600 -	- 3600	Journal	F4

- * 1. Suman started Business with ₹. 1200000
2. Purchased Goods worth ₹. 40000 and paid 10% import duty on purchases.
3. Paid carriage on purchases ₹. 2000 by Bank Cheque.
4. Sold Goods to Ramu ₹. 50000 + 10% excise duty + 10% sales tax that the sales tax include sales value and excise duty.
5. Ramu return goods worth ₹. 5000
6. Purchase goods worth ₹. 20000 from Sony & Co.
7. Return goods worth ₹. 1000 to Sony & Co.
8. Paid for packing charges ₹. 3000 by Bank Cheque.
9. Paid for Insurance ₹. 3000
Repairs & maintenance ₹. 5000
Fuel ₹. 3000
Audit fees ₹. 8000

Sol:-

Step-1: New company creation

Location: Company info menu → create company or press "C" ↵

Name: Suman & Co.

Maintain: Accounts only.

Step-2: Ledger creation

Location: Gateway of Tally → Accounts info → Ledger → multiple create ↵ ↵

S.No.	Name of the Ledger	Under	Opening Balance	Dr./Cr.
1.	Suman capital	Capital		
2.	Purchases	Purchase		
3.	Import Duty	Direct Expense		
4.	Carriage on purchase	Direct Expense		
5.	Bank	Bank		
6.	Credit Sales	Sales		
7.	Ramu	Sundry Debtors		
8.	Excise duty	Duties & Taxes		
9.	Sales Tax	Duties & Taxes		
10.	Sales returns	Sales		
11.	Sony & company	Sundry Creditors		
12.	Purchase returns	Purchase		
13.	Packing charges	Indirect Expense		
14.	Insurance	Indirect Expense		
15.	Repairs & maintenance	Indirect Expense		
16.	Fuel	Direct Exp.		
17.	Audit fees	Indirect Expense		

Step-3 :- Voucher entry

Location :- Gateway of Tally → Accounting voucher (or)

Press "V" ↵

Sl.No.	Particulars	Debit Amt.	Credit Amt.	Voucher Type	Function Key
1.	Cash A/c - Dr. To Suman capital A/c	1200000 -	- 1200000	Receipts	F6
2.	Purchase A/c. - Dr. Importy Duty A/c. - Dr. To Cash A/c.	40000 4000 -	- - 44000	Purchases	F9
3.	Carriage on purchase A/c - Dr To Bank A/c.	2000 -	- 2000	Payment	F5
4.	Ramu A/c. - Dr. To credit sales A/c. To excise duty A/c. To sales tax A/c.	60500 - - -	- 50000 5000 5500	Sales	F8
5.	Sales Returns A/c. - Dr. To Ramu A/c.	5000 -	- 5000	Credit note	Ctrl+F8
6.	Purchase A/c. - Dr. To sony & Co. A/c.	20000 -	- 20000	Purchases	F9
7.	Sony & Co. A/c - Dr. To purchase returns A/c	1000 -	- 1000	Debit note	ctrl + F9
8.	Packing charges A/c. - Dr. To Bank A/c.	3000 -	- 3000	Payment	F5

9.	Insurance A/c. - Dr.	3000	-		
	Repairs & maintenance A/c. - Dr.	5000	-	Payment	F5
	Fuel A/c. - Dr.	3000	-		
	Audit Fees A/c. - Dr.	8000	-		
	To Cash A/c		19000		

Note:- Press F11 → Use Debit/Credit note "Yes"

Then press ctrl+F8 and ctrl+F9.

[Faint, illegible handwritten notes and bleed-through from the reverse side of the page are present in this section.]

* Rohit, Rahul and Rohan are partners in a firm. i.e., Times and company. They share profits and losses in the ratio 2:1:1.

1. Rohit has contributed ₹100000, Rahul ₹50000, Rohan 50000.
2. Purchased Goods from Gopinath & Co. ₹250000
3. Bought from Prem & Co. ₹200000
4. Paid carriage on purchases ₹.50
5. Sold Goods for cash ₹. 210000.
6. Sold Goods to Sony & Co. ₹. 105000
7. Sold Goods to Shwetha & Co. ₹. 210000
8. Cash paid to Gopinath ₹. 230000
9. Cash paid to Prem & Co. ₹. 180000
10. Cash received from Sony & Co. ₹. 100000
11. Received cash from Shwetha & Co. ₹. 200000
12. Drew for private use Rohit ₹. 12000, Rahul ₹. 6000, Rohan ₹. 6000
13. Paid for rent ₹. 100000, salary ₹. 3000
14. Interest on capital payable - Rohit ₹. 250, Rahul ₹. 125, Rohan ₹. 125.

Sol:- Step-1 :- New company creation.

Location :- Company info menu → create company
or press "C" ←

Name:- Times and Company

Maintain:- Accounts only

Step-2:- Ledger creation

Location:- Gateway of Tally → Accounts info → Ledger →
Multiple create ←←.

Sl.No.	Name of the Ledger	Under	Opening Balance	Dr./Cr.
1.	Rohith capital	capital		
	Rahul capital	capital		
	Rohan capital	capital		
2.	Credit purchases	Purchases		
3.	Gopinath & Co.	S. Creditors		
4.	Carriage on purchases	Direct Exp.		
5.	Credit purchase	Purchases		
6.	Prem & Co.	S. Creditors		
7.	Sales	Sales		
8.	Credit Sales	Sales		
9.	Sony & Co.	S. Debtors		
10.	Credit sales	Sales		
11.	Shwetha & Co.	S. Debtors		
12.	Gopinath & Co.	S. Creditors		
13.	Prem & Co.	S. Creditors		
14.	Sony & Co.	S. Debtors		
15.	Shwetha & Co.	S. Debtors		
16.	Drawings	Capital		
17.	Rent	Indirect Exp.		
18.	Salaries.	Indirect Exp.		

Step-3: Voucher entry

Location: Gateway of Tally → Accounting voucher or
Press "V".

Sl.No.	Particulars	Debit Amt.	Credit Amt.	Voucher Type	Function Key
1.	Cash A/c. - Dr To Rohith Capital A/c. To Rahul capital A/c. To Rohan capital A/c.	200000 - - -	- 100000 50000 50000	Receipts	F6
2.	Credit purchase A/c. - Dr. To Gopinath A/c.	250000 -	- 250000	Purchase	F9
3.	Carriage on purchase A/c - Dr. To cash A/c.	50 -	- 50	Payment	F5
4.	Credit purchase A/c. - Dr. To prem & co. A/c.	200000 -	- 200000	Purchase	F9
5.	Cash A/c. - Dr. To Sales A/c.	210000 -	- 210000	Sales	F8
6.	Credit sales A/c. - Dr. To Sony & Co. A/c.	105000 -	- 105000	sales	F8
7.	Credit sales A/c. - Dr. (To shwetha A/c.) To Shwetha & Co. A/c.	210000 - -	- - 210000	sales	F8
8.	Gopinath A/c. - Dr. To cash A/c.	230000 -	- 230000	Payment	F5
9.	Prem & Co. A/c. - Dr. To cash A/c.	180000 -	- 180000	Payment	F5

10.	Cash A/c. - Dr. To Sony & Co. A/c.	100000 -	- 100000	Receipts	F6
11.	Cash A/c. - Dr. To Shwetha & Co. A/c.	200000 -	- 200000	Receipts	F6
12.	Drawings A/c. - Dr. To Rohith A/c. To Rahul A/c. To Rohan A/c.	24000 - - -	- 12000 6000 6000	Journal	F7
13.	Rent A/c. - Dr. Salaries A/c. - Dr. To Cash A/c.	1000 3000 -	- - 4000	Payment	F5
14.	Rohith A/c. - Dr. Rahul A/c. - Dr. Rohan A/c. - Dr. To Interest on capital A/c.	250 125 125 -	- - - 500	Journal	F7
15.	Interest on drawings A/c. - Dr. To Rohith A/c. To Rahul A/c. To Rohan A/c.	60 - - -	- 30 15 15	Journal	F7

*
Dr.

Cr.

Particulars	Amount	Particulars	Amount
Purchases	100000	Sales	200000
Sales Returns	3000	Purchase returns	1000
Audit fees	20000	creditors	25000
Debtors	42000	XYZ capital	30000
Salaries	25000	Provision for Bad debts	40000
Stock	40000		
Cash	25000		
	<u>260000</u>		<u>260000</u>

Give the closing stock value as ₹. 35000.

Sol:- Step-1:- New company creation
Location:- Company info menu → create company or press "C".

Name :- XYZ Co.
Maintain:- Accounts only
[Ctrl + A]

Step-2:- Ledger creation
Location:- Gateway of Tally → Accounts info → Ledger →
Multiple create ↵ ↵

Sl. No.	Name of the ledger	Under	Opening Balance	Dr./Cr.
1.	Wages	Direct Exp.	25000	
2.	Stock	Stock in Hand	40000	
3.	Purchases	Purchases	100000	
4.	Sales returns	Sales	3000	
5.	(Sales) ^x Salaries	Indirect Exp	25000	
6.	Debtors	S. Debtors	42000	
7.	Sales	sales	200000	
8.	Purchase returns	purchase	1000	
9.	Creditors	creditors	25000	
10.	capital	capital	30000	
11.	Provision for Bad Debts	provision	4000	
(-12.) ^x	Cash	-cash) ^x		

Cash Adjustment :-

Location :- Gateway of Tally → Accounts info →
 Ledgers → single alter → cash ←

Name :- Cash

Alias :-

Under :- Cash in Hand

Opening

Balance :- 25000

[Ctrl + A]

*

Trial Balance

Particulars	Amt.	Particulars	Amt.
Purchases	300000	Sales	500000
Opening Stock	50000	Sale of Scrap	10000
Wages	70000	Capital	200000
Fuel & Coal	20000	Bills payable	30000
Factory Expenses	50000		
Bank charges	20000		
Interest on Capital	10000		
Drawings	50000		
Cash in hand	25000		
Debtors	35000		
Furniture	80000		
Establishment Charge	30000		
	<u>740000</u>		<u>740000</u>

Adjustments :-

- (i) Closing stock ₹. 25000
- (ii) Outstanding wages ₹. 10000
- (iii) Provide 10% depreciation on Furniture.

Sol:- Step-1 :- New company creation

Location:- Company info menu → create company or press "c".

Cash Adjustment :-

Location:- Gateway of Tally → Accounts info → Ledgers → single alter → cash ↵

name : cash

Alias :

under: cash in Hand

Opening:- 25000

Step:- Ledger creation

Location:- Gateway of Tally → Accounts info → Ledger → Multiple create ↵↵

Sl.No.	Name of the Ledger	Under	Opening Balance	Dr./Cr.
1.	Purchases	Purchase		
2.	Stock	Stock in Hand		
3.	Wages	Direct Exp.		
4.	Fuel and coal	Direct Exp.		
5.	Factory Expenses	Direct Exp.		
6.	Bank Charges	Indirect Exp.		
7.	Interest on capital	Indirect Exp.		
8.	Drawings	Capital		
9.	Debtors	S. Debtors		
10.	Furniture	Fixed Asset		
11.	Establishment charges			

12.	Sales	Sales
13.	Sale of Scrap	Indirect Exp.
14.	Capital	Capital
15.	Bills payable	Current liability

Adjustments :-

name :- outstanding wages

under :- current liabilities

opening Balance :-

name :- depreciation

under :- indirect expenses

opening Balance :-

Stock Adjustments :-

Location :- Gateway of Tally → Accounts info → Ledgers →
single alter → opening stock ↓

name :- opening stock

alias :-

under :- stock in Hand

opening Balance :- (1-4-2018) : 50000

closing Balance :- (31-3-2019) : 25000

[Ctrl + A]

Voucher Entry:- (F7 Adjustments)

Wages A/c. -Dr.	10000	-	F7
To Outstanding wages A/c.	-	10000	
Depreciation A/c. -Dr.	8000	-	F7
To furniture A/c.	-	8000	

* Ramesh started Business with ₹. 800000 by the way of Bank cheque.

- (2) Cash deposited into SBI ₹. 50000.
- (3) Purchased plant & machinery ₹. 30000.
- (4) Purchased 1000 litres of Mazaa @ ₹. 20.
- (5) Purchased 1500 litres of Cococola @ ₹. 25 from Raj & Co.
- (6) Purchased 2200 litres of Thumbsup @ ₹. 38.
- (7) Charge 10% depreciation of plant and machinery.
- (8) Sold 250 litres of mazaa @ ₹. 22.
- (9) Sold 800 litres of Cococola @ ₹. 28 to Naveen & Co.
- (10) Paid for advertisement expenses ₹. 8000, Manufacturing expenses ₹. 3000, by the way of Bank cheque.

Sol:- step-1 :- New company creation

Location:- Company info menu → create company or press "c".

name :- Ramesh & Co.

maintain :- Accounts with inventory

[Ctrl + A]

Step-2 :- Ledger creation

Location:- Gateway of Tally → Accounts info → Ledgers → multiple create ↵ ↵

Sl.no.	Name of the ledger	Under	Opening Balance	Dr./cr.
1.	SBI A/c.	Bank		
2.	Ramesh Capital	Capital		
3.	Plant and machinery	Fixed Asset		
4.	Purchases	Purchases		
5.	Raj & Co.	S. Creditors		
6.	Depreciation	Indirect Exp.		
7.	Sales	Sales		
8.	Naveen & co.	S. Debtors		
9.	Advertisement	Indirect Exp.		
10.	Manufacturing expenses	Direct Expense		

Step-3 :- Inventory info

(A) Stock Group :-

Location : Gateway of Tally → inventory info → stock group → single create ←

name : cool drinks

Alias :

can quantities of items be added : Yes/No

[Ctrl + A]

(B) Units of measures creation :-

Location : Gateway of tally → inventory info → units of measure → create ←←

symbol : Ltrs.

formal name : Ltrs.

no. of decimals : 2

[Ctrl + A]

(c) Stock item creation :-

Location :- Gateway of Tally → inventory info →
stock items → single create ↵

name :- mazaa / cococola / thumbsup

alias :-

under :- cooldrinks

units :- ltrs

opening

Balance :-

[Ctrl+A]

Step-4 :- Voucher entry

Location :- Gateway of Tally → Accounting vouchers ↵

Sl.No.	Particulars	Debit Amt.	Credit Amt.	Voucher Type	Function Key
1.	SBI Alc. -Dr. To Ramesh Capital Alc.	800000 -	- 800000	Receipts	F6
2.	SBI Alc. -Dr. To Cash Alc.	50000 -	- 50000	Contra	F4
3.	Plant & machinery Alc.-Dr. To cash Alc.	30000 -	- 30000	Payment	F5
4.	Purchase Alc. -Dr. To cash Alc. [1000 ltrs. of mazaa @ ₹.20]	20000 -	- 20000	Purchase	F9
5.	Purchase Alc. -Dr. To Raj & co. [1500 ltrs. of Cococola @ ₹.25]	37500 -	- 37500	Purchase	F9

6.	Purchase Ac. - Dr. To cash Ac. [2200 ltrs. of Thumbsup @ ₹.38]	83600 -	- 83600	Purchase	F9
7.	Depreciation Ac. - Dr. To plant & machinery Ac.	3000 -	- 3000	Journal	F7
8.	Cash Ac. - Dr. To Sales Ac. [250 ltrs. of Mazaa @ 22]	5500 -	- 5500	Sales	F8
9.	Naveen & CO A/c. - Dr. To Sales Ac. [800 ltrs. of cococola @ ₹.28]	22400 -	- 22400	Sales	F8
10.	Advertisement Exp. - Dr. Manufacturing Exp. - Dr. To SBI Ac.	8000 3000 -	- - 11000	Payment	F5

- * 1. Rajesh started Business with ₹. 1200000.
2. Purchased furniture of ₹. 80000.
3. Purchased 100 copies of computer books @ ₹. 200 each from Venkat and Company.
4. Purchased 100 kgs. of Bpt rice ₹. 40 per kg.
5. Purchased 200 kgs. of Basmati rice @ ₹. 150 per kg from Kurnool Rice depo.
6. Purchased 800 copies of personality development books @ ₹. 150 each.
7. Purchased 50 Lux soaps @ ₹. 50 each.
8. Purchased 500 General studies books @ ₹. 200 from Ganesh Book sellers.
9. Purchased 500 kgs. of HMT rice @ ₹. 60.
10. Purchased 100 dove soaps @ ₹. 80 each.
11. Charge 15% depreciation on furniture.
12. Purchased 300 santoor soaps @ ₹. 25 each.
13. Sold 20 copies of computer Books @ ₹. 250 each.
14. Sold 25 dove soaps @ ₹. 85 each to Raj & Co.
15. Sold 150 kgs. of Basmati rice @ 175 per kg.
16. Paid for travelling expenses ₹. 8000, Power and water ₹. 3000, Audit fees ₹. 3000, General expenses ₹. 8000.

Step-1:- creation of new company.

Location: company info menu → select create company -
or press "c".

name: Rajesh & co.

maintain: Accounts with inventory.

Step-2: Ledger creation

Location: Gateway of tally → accounts info → ledgers →
multiple → create ↵↵.

Sl.no.	Name of the ledger	under	Opening Balance	Dr./Cr.
1.	Rajesh Capital	capital		
2.	Purchases	Purchase		
3.	Furniture	Fixed Asset		
4.	Purchase	Purchase		
5.	Venkat & Co.	S. Creditor		
6.	Kurnool Rice Depo.	S. Creditor		
7.	Ganesh Book Sellers	S. Creditor		
8.	Depreciation	Indirect Exp		
9.	sales	sales		
10.	Raj & co.	s. Debtors		
11.	Travelling expenses	Indirect Exp		
12.	Power and water	Direct Exp		
13.	Audit fees	Indirect Exp		
14.	General Expenses	Indirect Expense		

Step-3 :- Inventory info

(A) Stock Group :-

Location :- Gateway of Tally → inventory info → stock group
→ multiple create ↵ ↵

Sl.no.	name of the stock Group	Under.
1	Books	Primary
2	Soaps	Primary
3	Rice	Primary

[Ctrl+A]

(B) Units of measure :-

Location :- Gateway of tally → inventory info → units
of measures → single create ↵ ↵

symbol :- copies / no.'s / kgs

formal name :- copies / numbers / kilograms

no. of decimal places : 2

[Ctrl+A]

(C) Stock item creation :-

Location :- Gateway of tally → inventory info →
stock items → multiple create ↵ ↵

Sl.no.	name of the item	under	units	Opening Balance
1.	computer Books	Books	copies	
2.	Personality Development Books	Books	copies	
3.	General studies	Books	copies	
4.	Lux soaps	soaps	numbers	
5.	Dove soaps	soaps	numbers	
6.	Santoor soaps	soaps	numbers	
7.	Bpt	rice	kilograms	
8.	Basmati	rice	kilograms	
9.	HMT	rice	kilograms	

Step-4: voucher entry
 Location: Gateway of Tally → Accounting vouchers ←

Sl.no.	Particulars	Debit Amt.	credit Amt.	Voucher Type	Function Key
1.	Cash A/c. -Dr. To Rajesh capital A/c.	1200000 -	- 1200000	Receipts	F6
2.	Furniture A/c. -Dr. To cash A/c.	80000 -	- 80000	Payment	F5
3.	Purchase A/c. -Dr. To venkat & co. [100 copies of computer Books @ 200]	20000 -	- 20000	Purchase	F9
4.	Purchase A/c. -Dr. To cash A/c. [1000 kgs. of Bpt rice @ Rs.40]	40000 -	- 40000	Purchase	F9

5.	Purchase A/c. —Dr. To Kurnool Depo A/c. (2000 kgs. of Basmati)	300000 —	— 300000	Purchase	F9
6.	Purchase A/c. —Dr. To cash A/c. (800 copies of personality development @ 150)	120000 —	— 120000	Purchase	F9
7.	Purchase A/c. —Dr. To cash A/c. (50 Lux soaps @ ₹50 each)	2500 —	— 2500	Purchase	F9
8.	Purchase A/c. —Dr. To Ganesh Book sellers (500 copies of General Studies of each ₹.200)	100000 —	— 100000	Purchase	F9
9.	Purchase A/c. —Dr. To cash A/c. (500 kgs. of HMT @ 60)	30000 —	— 30000	Purchase	F9
10.	Purchase A/c. —Dr. To cash A/c. (100 dove soaps @ ₹.80)	8000 —	— 8000	Purchase	F9
11.	Depreciation A/c. —Dr. To furniture A/c.	12000 —	— 12000	Journal	F7
12.	Purchase A/c. —Dr To cash A/c. (300 santoor soaps @ ₹.25 each)	7500 —	— 7500	Purchase	F9

13.	Cash A/c. -Dr. To sales A/c. (20 copies of computer Books @ ₹.250)	5000 -	- 5000	sales	F8
14.	Raj & company A/c. -Dr. To Sales A/c. (25 Dove soaps @ ₹.85)	2125 -	- 2125	sales	F8
15.	Cash A/c. -Dr. To sales A/c. (150 kgs. of Basmati rice @ ₹.175)	26250 -	- 26250	sales	F8
16.	Travelling expenses A/c. -Dr. Power & water A/c. -Dr. Audit Fees A/c. -Dr. General Expense A/c. -Dr. To cash A/c.	8000 3000 3000 8000 -	- - - - 22000	Payment	F5

* (7) Step-1 :- Creation of new company
Location :- company info menu → select company creation or press "c".

name :- Shree Ganesh Traders
maintain :- Accounts with inventory

Step-2 :- Ledger creation
Location :- Gateway of Tally → Accounts info → Ledger → Single create ←

(1) name :- Ganesh capital
alias :-
under :- capital

Inventory values are effected : Yes
[Ctrl + A]

Activation for GST :-
Location :- Press F11
Features menu → select statutory and taxation.

Enable Goods and Service Tax : Yes
Set/Alter GST details : Yes [Give the GSTIN with 15 digit numbers]

(2) Name : Purchase Ac. / Sales Ac.
Alias :
Under : Purchase Ac. / Sales Ac.

Inventory values are effected : Yes
GST Applicable : Applicable

Set/Alter GST details : Yes

Type of supply : Goods/Services

[Ctrl+A]

(3) name: CGST

alias:

under: duties and taxes

type of
Duty: GST

Tax Type:

central tax
cess
integrated
state tax

inventory values are effected : Yes

Percentage of calculation : 9%

[Ctrl+A]

name of item	Quantity	rate	Amount
computers	5	30000	150000
CGST		9%	13500
SGST		9%	13500
			<u>177000</u>

(4) name : SGST

alias : State Goods Tax

under : duties and taxes

Type of Duty : GST

Tax type :

central tax

cess

integrated

state tax

inventory values are effected : Yes

Percentage of calculation : 9%

[Ctrl + A]

Sl.no.	Name of the ledger	under	Opening Balance	Dr./Cr.
1.	M/s. Orient	Sundry creditors		
2.	Anil	Sundry debtors		
3.	Shakthi	Sundry debtors		

Step-3: Inventory info (Units of Measure)

Location: Gateway of Tally → inventory info → units of measure → create ↴

Symbol: no's.

Formal name.: numbers

Units quantity code: no's / numbers

no. of decimal places: 2

(B) Stock item creation:-

Location:- Gateway of tally → inventory info → stock item creation → single ↵

name: computer

alias:

under: primary

units: no's

GST applicable: Applicable

set/Alter GST details: Yes

Type of supply: Goods / Services

[Ctrl + A]

Step-4: Voucher Entry

Location: Gateway of tally → Accounting vouchers ↵

(1) Cash A/c. —Dr. 3000000 — F6.
To Ganesh capital 3000000

(2) Press F9 Purchase voucher:
Purchase voucher no.: 1

Party Ac. name: M/s. orient computer

Accounts under: purchase

Name of item	Quantity	Rate	Amount
Computer	10	20000	2,00,000
CGST		9%	18000
SGST		9%	18000
			<u>236000</u>

(3) Press F8 Sales voucher.

Sales Voucher no.: 1

Party A/c name: cash

accounts under: sales

name of the item	Quantity	Rate	Amount
computers	5	30000	150000
CGST		9%	13500
SGST		9%	13500
			<u>177000</u>

(4) Sales voucher no.:

Party A/c name: cash

Accounts under: sales

name of the Item	Quantity	Rate	Amount
computers	2	30000	60000
CGST		9%	5400
SGST		9%	5400
			<u>70800</u>

(5) Sales: voucher no.:

Party A/c name: Shakthi computers

Accounts under: sales

name of the item	Quantity	Rate	Amount
computers	3	30000	90000
CGST		9%	8100
SGST		9%	8100
			<u>106200</u>

~~Verified by
BSP~~