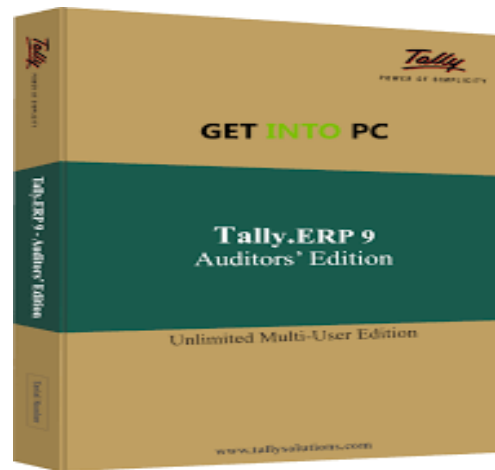


# TALLY. ERP 9 WITH GST



# BRIEF VIEW OF TALLY

- **FUNDAMENTALS OF ACCOUNTING**
  - a. Accounting Basics
  - b. Book-Keeping
- **INTRODUCTION TO TALLY**
  - a. Chart of Accounts
  - b. Under groups
  - c. Recording day to day transactions
- **CREATION OF COMPANY**
  - a. Creating Accounting vouchers
  - b. Creating Inventory Masters



## ○ FINAL ACCOUNTS IN TALLY

- a. Getting started with GST
- b. Recording vouchers with TDS

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Payment</b>	No. 1		6-May-2010 Thursday
Statutory Payment for : TDS			
Account : <b>SBI Bank</b> Cur Bal: 45,01,500.00 Dr			
Particulars		Amount	
<b>TDS - Contractors</b>		1,500.00	
Cur Bal: 0.00 Dr			
<b>Agst Ref Jrnl / 1-1</b>	<b>1,500.00 Dr</b>		
Income Tax	1,500.00 Dr		
Surcharge			
Education Cess			
Secondary Education Cess			
Provide Details	: <b>No</b>		
Narration:		<u>1,500.00</u>	



# GOLDEN RULES OF ACCOUNTING

---

	<b>REAL ACCOUNT</b>	<b>PERSONA L ACCOUNT</b>	<b>NOMINAL ACCOUNT</b>
<b>DEBIT</b>	<b>WHAT COMES IN</b>	<b>THE RECEIVER</b>	<b>EXPENSES AND LOSSES</b>
<b>CREDIT</b>	<b>WHAT GOES OUT</b>	<b>THE GIVER</b>	<b>INCOMES AND GAINS</b>

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# BOOK –KEEPING

- CASH BOOK
- BANK BOOK
- PURCHASE REGISTER
- SALES REGISTER
- JOURNAL REGISTER
- DEBIT NOTE REGISTER
- CREDIT NOTE REGISTER
- GENERAL LEDGER



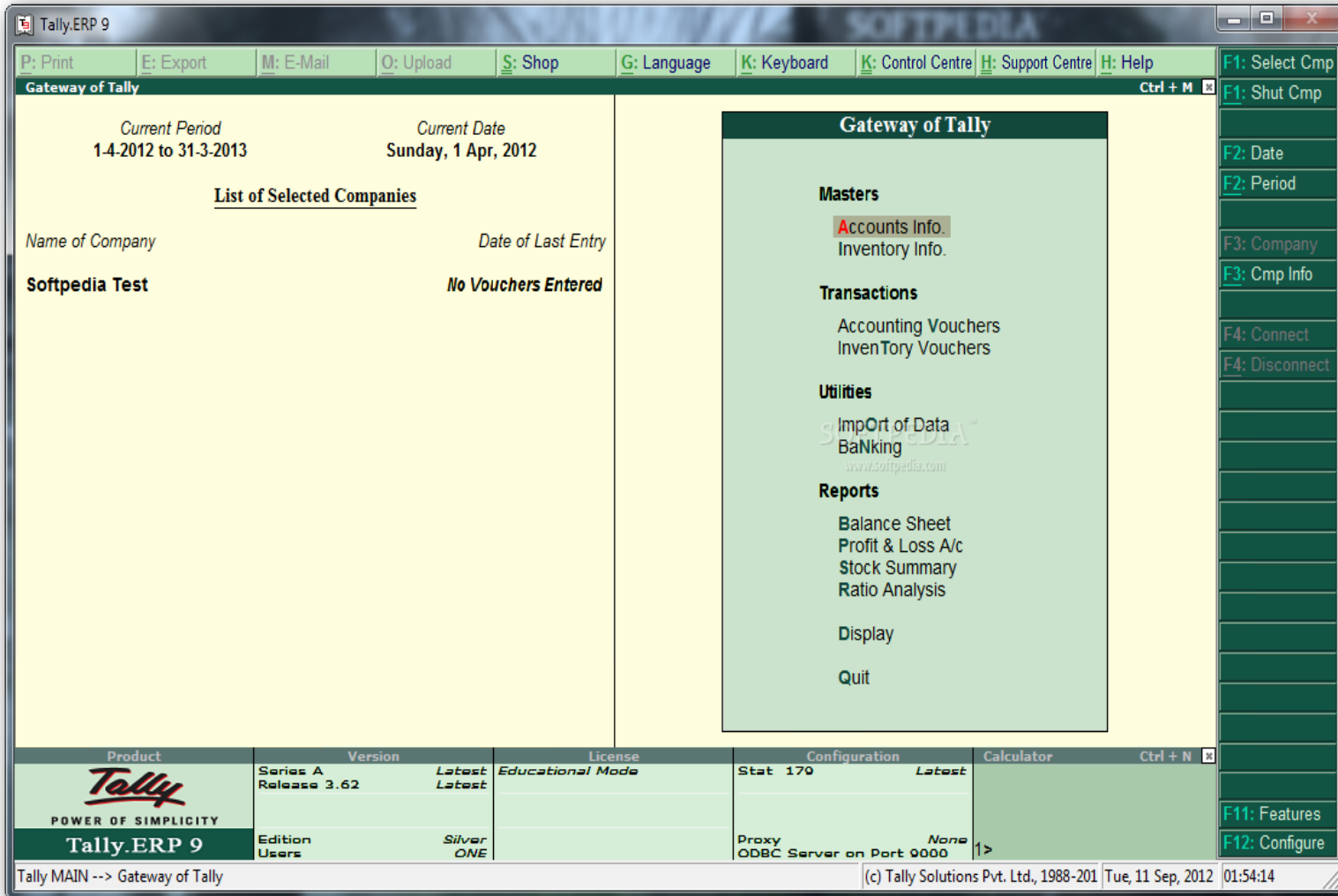
# INTRODUCTION TO TALLY

- Tally .ERP9 is the world fastest and most powerful concurrent Multi- lingual business Accounting and inventory management software, designed exclusively to meet the needs of small and medium business
- ADVANTAGES
  - i. Leading accounting package
  - ii. Flexible and easy to use
  - iii. Versatility
  - iv. Multi-platform availability



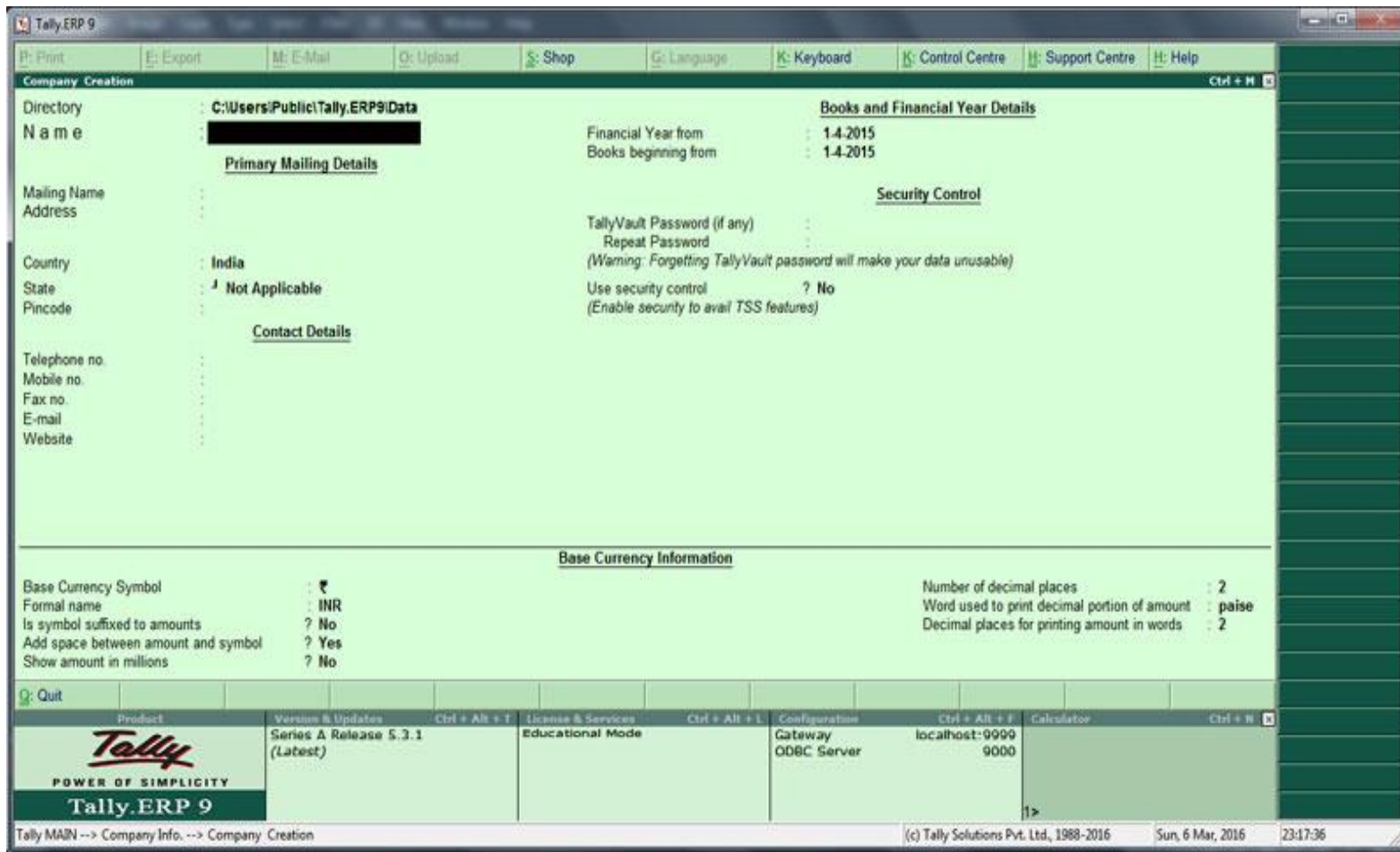
# BASIC VIEW OF TALLY

Click on start > programs > TallyERP9.



# COMPANY CREATION

Go to gateway of tally>company info>create company



The screenshot shows the 'Company Creation' window in Tally.ERP 9. The window is divided into several sections for data entry:

- Directory Name:** C:\Users\Public\Tally.ERP9\Data
- Books and Financial Year Details:** Financial Year from: 1-4-2015, Books beginning from: 1-4-2015
- Primary Mailing Details:** Mailing Name, Address, Country (India), State (Not Applicable), Pincode.
- Security Control:** TallyVault Password (if any), Repeat Password, Use security control (No).
- Contact Details:** Telephone no., Mobile no., Fax no., E-mail, Website.
- Base Currency Information:** Base Currency Symbol (₹), Formal name (INR), Is symbol suffixed to amounts (No), Add space between amount and symbol (Yes), Show amount in millions (No), Number of decimal places (2), Word used to print decimal portion of amount (paise), Decimal places for printing amount in words (2).

The bottom of the window features a status bar with the Tally logo, version information (Series A Release 5.3.1), gateway details (Gateway ODBC Server, localhost:9999), and the date/time (Sun, 6 Mar, 2016, 23:17:36).



# CHART OF ACCOUNTS

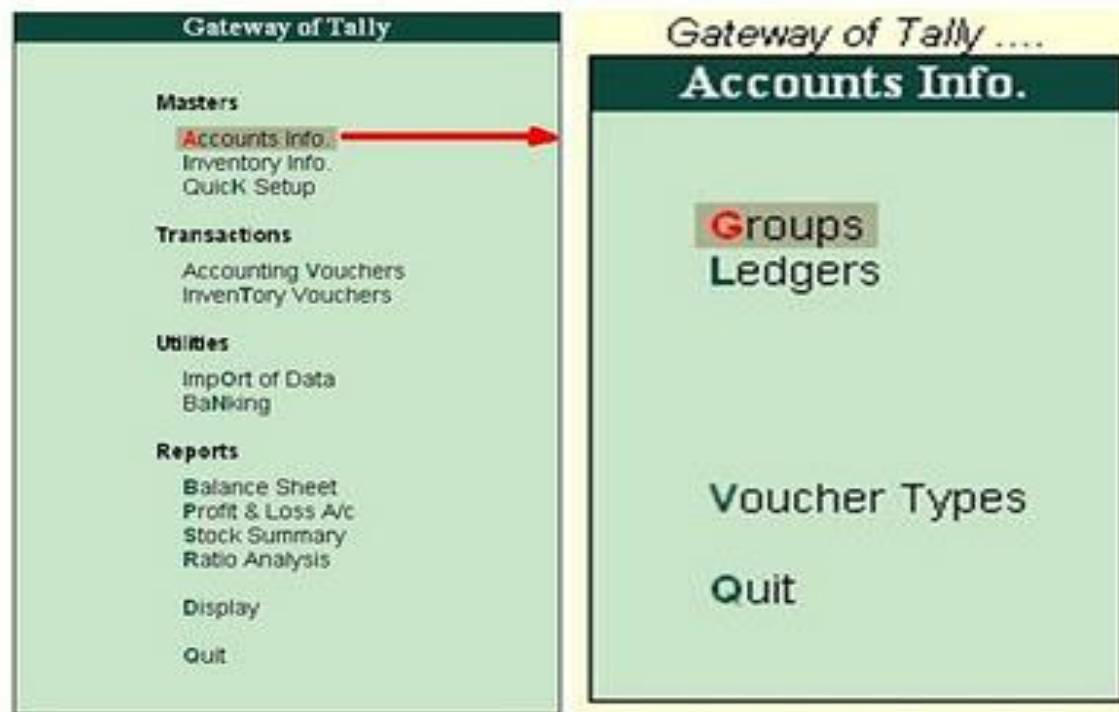
- ❖ **CAPITAL ACCOUNT**
- ❖ **CURRENT ASSETS**
- ❖ **CURRENT LIABILITIES**
- ❖ **FIXED ASSETS**
- ❖ **INVESTMENTS**
- ❖ **LOANS**
- ❖ **SUSPENSE A/C**
- ❖ **MISC. EXPENSES (Asset)**



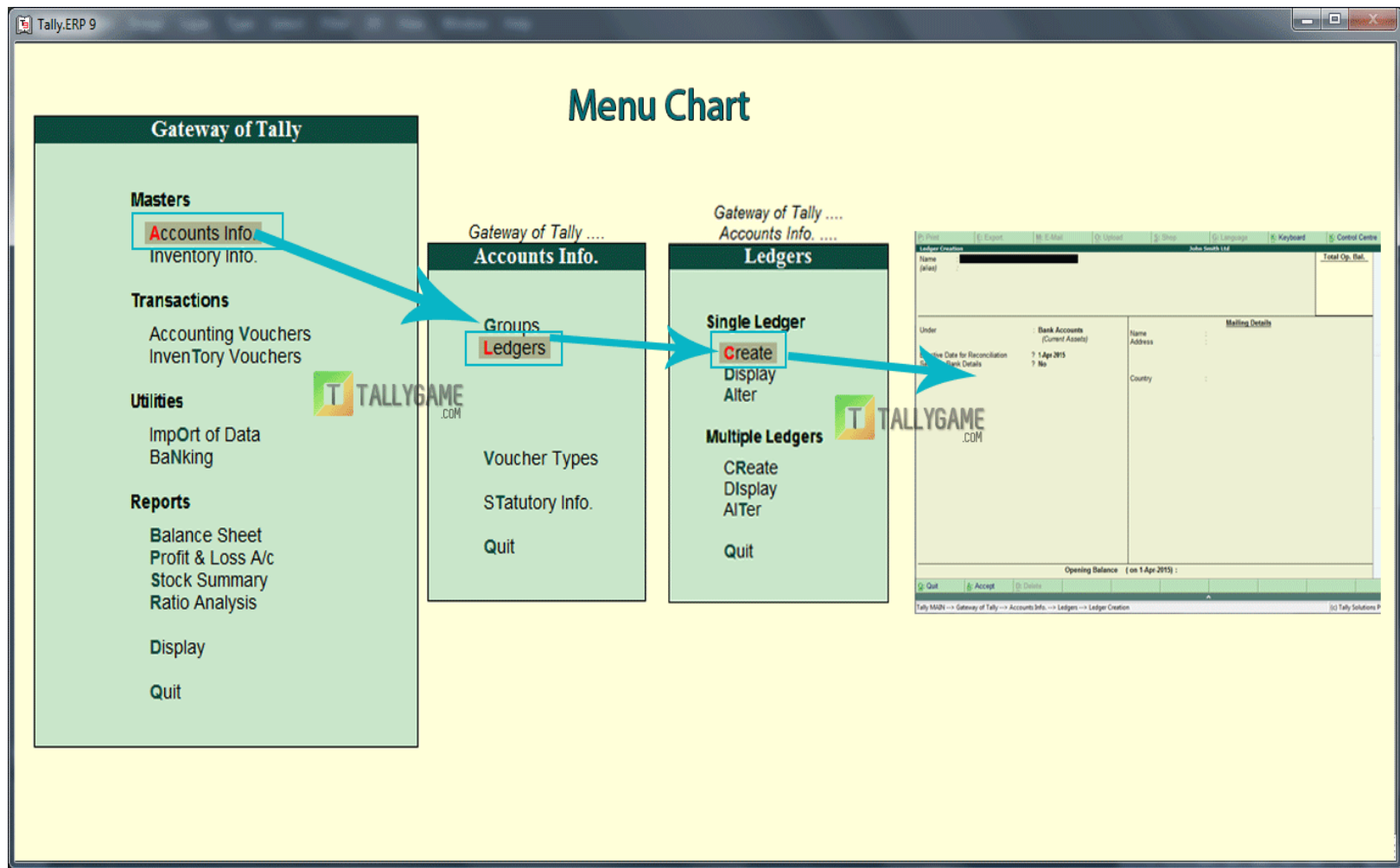
# GROUPS AND LEDGER

Group is a collection of ledgers.

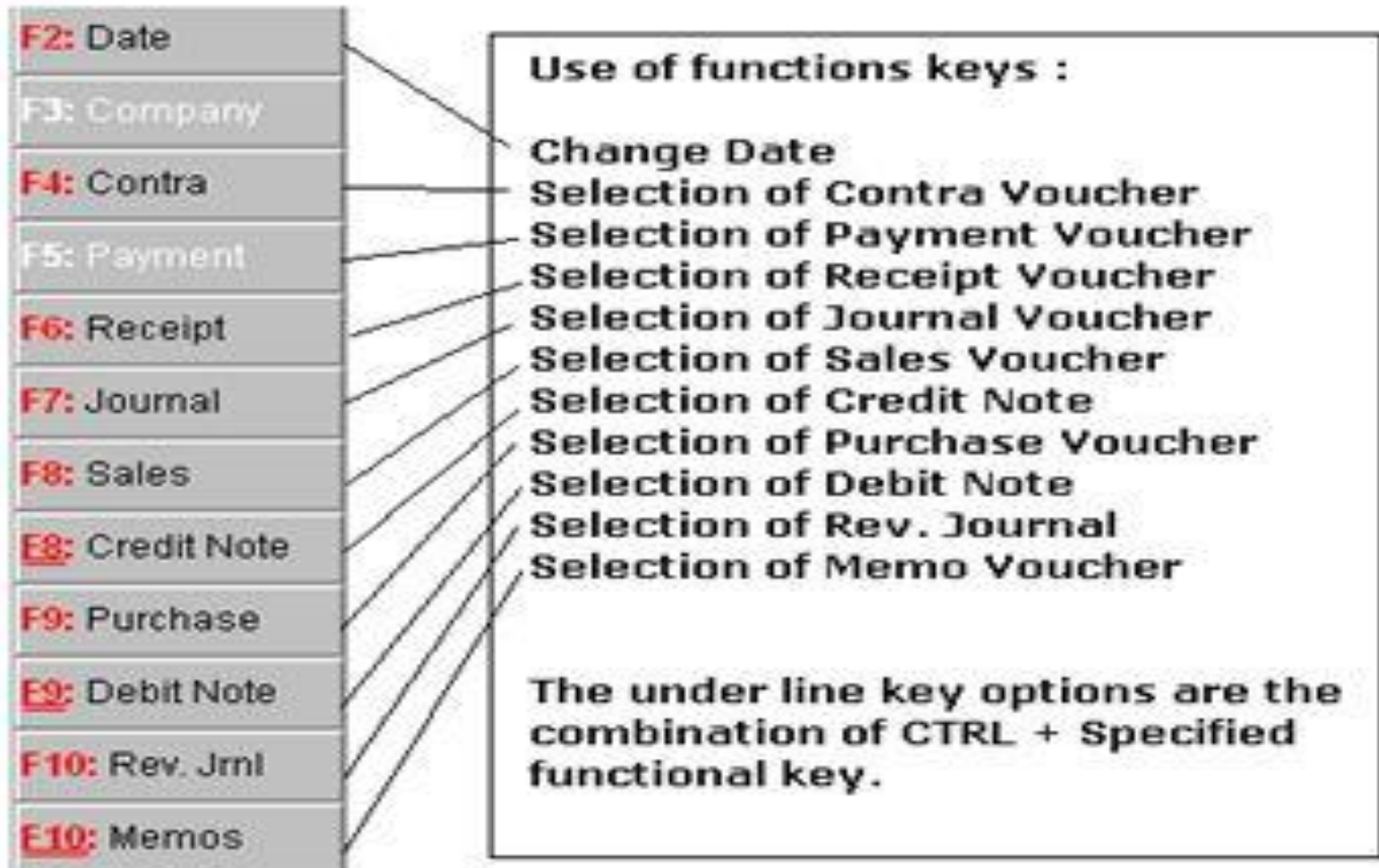
Go to Gateway of tally > Accounts info> group



# LEDGER CREATION IN TALLY



# ACCOUNTING VOUCHERS



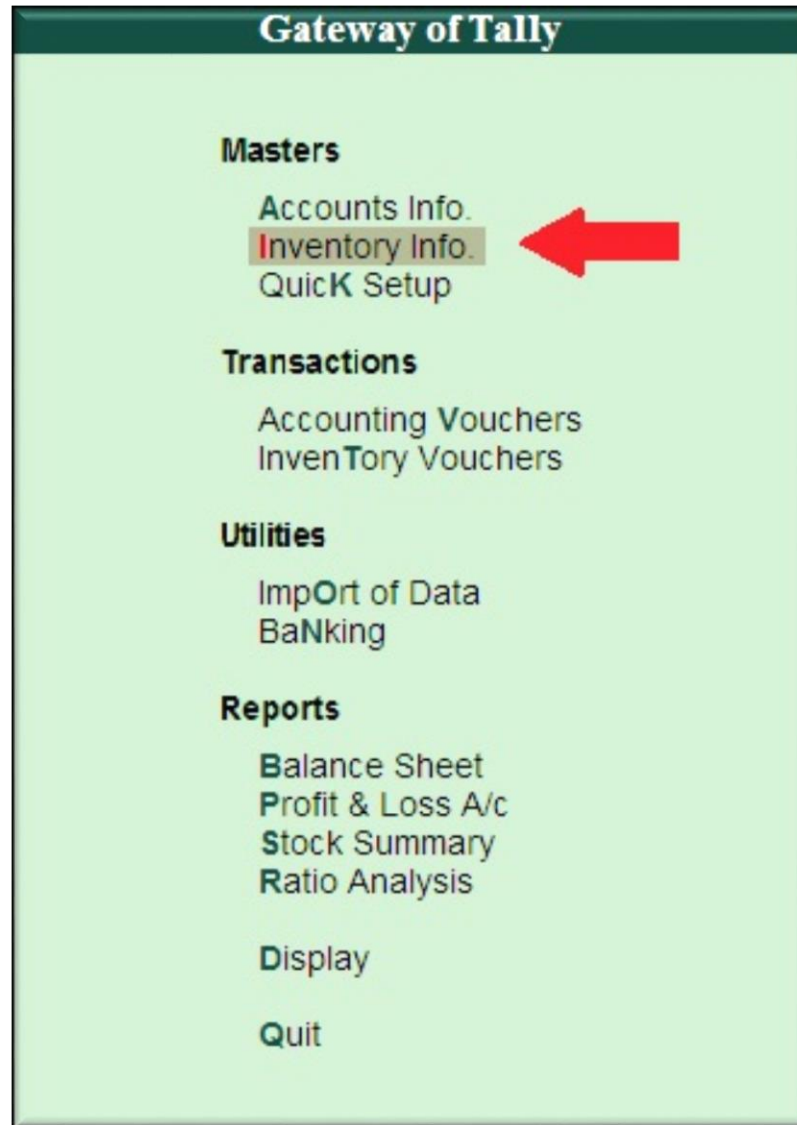
## DESCRIPTION OF VOUCHERS

Contra voucher( F4)	Records funds transfer between cash and bank accounts
Payment voucher(F5)	Records all bank and cash payments
Receipt voucher(F6)	Records all receipts in to bank and cash columns
Sales voucher(F8)	Records all sales
Journal voucher(F7)	Records adjustments between ledger accounts
Credit note voucher(ctrl+F8)	Records credit note entry for sales returns
Purchase voucher	Records all purchases
Debit note voucher(ctrl+F9)	Records debit note entry for purchase returns



# INVENTORY VOUCHER

GO TO GATEWAY  
OF  
TALLY>INVENTORY  
INFO



# FINAL ACCOUNTS IN TALLY

- Final accounts depicts the summarized position of the activities, performance and state of affairs of the business.

## reports generated in tally

Financial reports

Inventory reports



# TRIAL BALANCE

- Trial balance is displayed as a list of all primary groups
- On the left closing debits are shown and credit balances on right





# PROFIT AND LOSS A/C

Schedule-VI Profit and Loss A/c		ABC Company 11-12		Ctrl + M
Statement of Profit and Loss for the year ended 31-Mar-2012				In ₹ (Rupees)
Particulars	Note No.	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012	ABC Company 10-11 1-Apr-2010 to 31-Mar-2011	
I Revenue from Operations		4,33,56,166.28	4,33,81,830.00	
II Other Income		10,50,000.00	730.00	
III TOTAL REVENUE (I + II)		4,44,06,166.28	4,33,82,560.00	
IV EXPENSES				
Cost of Materials Consumed				
Purchases of Stock-in-Trade		2,74,43,682.50	2,73,92,897.50	
Changes in Inventories		(59,12,446.62)	6,20,574.91	
Employee Benefit Expenses		25,64,791.00	25,63,991.00	
Finance Costs				
Depreciation and Amortization Expenses				
Other Expenses		48,09,132.75	34,94,275.86	
TOTAL EXPENSES		2,89,05,159.63	3,40,71,739.27	
V Profit before Exceptional and Extraordinary Items and Tax (III-IV)		1,55,01,006.65	93,10,820.73	
VI Exceptional Items				
VII Profit before Extraordinary Items and Tax		1,55,01,006.65	93,10,820.73	
VIII Extraordinary Items				
IX Profit Before Tax		1,55,01,006.65	93,10,820.73	
X Tax Expense				
Current Tax				
Deferred Tax				
XI Profit/(Loss) for the period from Continuing Operations(IX-X)		1,55,01,006.65	93,10,820.73	
XII Profit/(Loss) from Discontinuing Operations				
XIII Tax Expense of Discontinuing Operations				

# BALANCE SHEET

GO TO GATEWAY OF TALLY>REPORTS> BALANCE SHEET

Balance Sheet		ABC Company		Ctrl + M
ABC Company as at 1-Apr-2009		ABC Company as at 1-Apr-2009		
Liabilities		Assets		
<b>Capital Account</b>	<b>7,03,000.00</b>	<b>Current Assets</b>		<b>6,98,000.00</b>
A's Capital Account	5,00,000.00	Closing Stock		
Profit for A	5,000.00	Cash-in-hand	6,98,000.00	
Drawings of A	(-)2,000.00	<b>Profit &amp; Loss A/c</b>		<b>5,000.00</b>
B's Capital Account	<u>2,00,000.00</u>	Opening Balance		
<b>Loans (Liability)</b>		Current Period		
<b>Current Liabilities</b>		Less: Transferred	(-)5,000.00	
<b>Total</b>	<b>7,03,000.00</b>	<b>Total</b>		<b>7,03,000.00</b>



## SHORT –CUT KEYS

- F1
- TO SELECT A COMPANY
- AT ALL MASTERS MENU CREATION
- F2
- TO CHANGE THE CURRENT DATE
- AT ALMOST ALL SCREENS IN TALLY . ERP9
- F3
- TO SELECT THE COMPANY STATUORY &TAXATION FEATURES
- AT F11: FEATURES SCREEN



- **F4**
- **TO SELECT THE CONTRA VOUCHER**
- **AT ACCOUNTING/INVENTORY VOUCHER CREATION AND ALTERATION SCREEN**
- **F5**
- **TO SELECT THE PAYMENT VOUCHER**
- **AT ACCOUNTING/INVENTORY VOUCHER CREATION AND ALTERATION SCREEN**
  
- **F6**
- **TO SELECT THE RECEIPT VOUCHER**
- **AT ACCOUNTING/INVENTORY VOUCHER CREATION AND ALTERATION SCREEN**
  
- **F7**
- **TO SELECT THE JOURNAL VOUCHER**
- **AT ACCOUNTING/INVENTORY VOUCHER CREATION AND ALTERATION SCREEN**



# Types of GST

**CGST**

- > • CGST stands for Central GST
- This is applicable on supplies within the State
- Tax collected will be shared to Centre

**SGST**

- > • SGST stands for State GST
- This is applicable on supplies within the State
- Tax collected will be shared to State

**IGST**

- > • IGST stands for Integrated GST
- This is applicable on interstate and import transactions
- Tax collected is shared between Centre and State



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# CERTIFICATE OF TALLY



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you*



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