

## Accounting Package - Tally

### Basic concept of accounting

**Accounting** : It is an art of recording, classifying and summarizing in significant manner and in terms of money, transactions and events which are of financial character and interpreting the results thereof.

**Business Transaction** : A business transaction is “The movement of money and money’s worth from one person to another”. Or exchange of values between two parties is also known as “Business Transaction”.

**Purchase** : A purchase means goods purchased by a businessman from suppliers.

**Sales** : Sales is goods sold by a businessman to his customers.

**Purchase Return or Rejection in or Outward Invoice** : Purchase return means the return of the full or a part of goods purchased by the businessman to his suppliers.

**Sales Return or Rejection out or Inward Invoice** : Sales return means the return of the full or a part of the goods sold by the customer to the businessman.

**Assets** : Assets are the things and properties possessed by a businessman not for resale but for the use in the business.

**Liabilities** : All the amounts payable by a business concern to outsiders are called liabilities.

**Capital** : Capital is the amount invested for starting a business by a person.

**Debtors** : Debtor is the person who owes amounts to the businessman.

**Creditor** : Creditor is the person to whom amounts are owed by the businessman.

**Debit** : The receiving aspect of a transaction is called debit or Dr.

**Credit** : The giving aspect of a transaction is called credit or Cr.

**Drawings** : Drawings are the amounts withdrawn (taken back) by the businessman from his business for his personal, private and domestic purpose. Drawings may be made in the form cash, goods and assets of the business.

**Receipts** : It is a document issued by the receiver of cash to the giver of cash acknowledging the cash received voucher.

**Account** : Account is a summarized record of all the transactions relating to every person, every thing or property and every type of service.

**Ledger** : The book of final entry where accounts lie.

**Journal entries** : A daily record of transaction.

**Trail Balance** : It is a statement of all the ledger account balances prepared at the end of particular period to verify the accuracy of the entries made in books of accounts.

**Profit** : Excess of credit side over debit side.

**Profit and loss account** : It is prepared to ascertain actual profit or loss of the business.

**Balance Sheet** : To ascertain the financial position of the business. It is a statement of assets and liabilities.

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### Types of accounts

**Personal account:** Personal accounts are the accounts of persons, firms, concerns and institutions which the businessmen deal.

**Principles:** Debit the receiver  
Credit the giver

**Real Account:** These are the accounts of things, materials, assets & properties. It has physical existence which can be seen & touch.

Ex. Cash, Sale, Purchase, Furniture, Investment etc.

**Principles:** Debit what comes in  
Credit what goes out

**Nominal account:** Nominal account is the account of services received (expenses and Losses) and services given (income and gain)

Ex. Salary, Rent, Wages, Stationery etc.

**Principles:** Debit all expense/losses  
Credit all income/ gains

Tally is a complete business solution for any kind of Business Enterprise. It is a full fledged accounting software.

### Procedure for creating company in Tally

Double click on Tally icon on desktop. **Alt+F3 Company info**-Create company.

**Accounts Only :** To maintain only the financial accounts of the company. Inventory (stock) management is not involved in it.

**Account with Inventory :** This is the default option, which allows maintaining both the financial account of the company as well as the inventory of the company.

**Select Company :** We can choose the company which is already created. Shortcut key - F1.

**Shut Company :** It is used to close the company which is opened. Shortcut key - Alt+F1.

**Alter :** It is used to make alterations in the company creation like name, date, maintain etc.

**Quit :** Exits from Tally. 1. Click on quit button.

2. Esc, Esc, Esc and enter.

3. Ctrl+Q

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### Short cut keys

Alt+F3	Company information menu
Enter	To accept information typed into a field. To accept a voucher or master. To get a report with further details of an item in a report.
Esc	To remove what has been typed into a field. To exit a screen. To indicate you do not want to accept a voucher or master.
Ctrl+A	To accept a form wherever you use the key combination the screen or report will be accepted as it is on this screen.
Ctrl+Q	It quits the screen without making any changed to it.
Alt+C	To create a master at a voucher screen. When working within an amount field presses Alt+C to act as a calculator.
Alt+D	To delete a voucher. To delete a master.
Ctrl+Enter	To alter a master while making an entry or viewing report.
F2	Date
Alt+F2	Change period
Alt+F1	To see detail
F11	Features company
F12	Configuration options are applicable to all the companies in a data directory.
Ctrl+N	Calculator screen.
Ctrl+V	Voucher mode (Cr. Dr) Invoice mode (name of item, rate, quantity, and amount)

### Gateway of tally-Accounts info-Group

Bank account	Direct income
Bank Od account	Indirect expense
Branch/division	Indirect income
Capital account	Duties and tax
Cash in hand	Fixed asset
Current asset	Investment
Current liability	Loans and advance
Deposit	Loan (liability)
Direct expenses	Miscellaneous expenses

## Accounting Package - Tally

Provisions

Retained earning

Reserves and surplus

Purchase account

Sales account

Secured loan

Stock in hand

Sundry debtor's

Sundry creditors

Suspense

Unsecured account

### Meaning:

**Current asset** : It is converted into cash within a year. Ex. Bills receivable

**Direct expenses** : These are the expenses which are directly related to manufacturing of goods.

Ex. Wages, factory rent, heating, lighting etc

**Indirect expense** : These are the expenses which are indirectly related to manufacturing of goods.

Ex. Salary, rent, stationery, advertisement, printing

**Depreciation** : Decrease the value of the asset.

**Sundry debtors** : The person who is the receiver or customer

**Sundry creditors** : The person who gives or supplier.

**Expenses Outstanding or Unpaid expenses or Expenses due** : Expenditure incurred during current year but the amount on which is not yet paid. (Added to the expenditure on the debit side and entered on the liability side.)

### Income received in advance or Income received but not earned

Income received during the current year but not earned or a part of which relates to the next year. (Deducted from the concerned income on the credit side and entered on the liability side)

### Prepaid advance or Expenses or Prepaid expenses

Expenditure paid during current year but not incurred or a part of which relates to the next year is called expenditure prepaid. (Deducted from the concerned expenditure on the debit side and entered on the assets side)

### Income outstanding or income earned but not received or Income accrued

Income outstanding means income earned during the current year but the amount on which is not yet received (added to the concerned income on the credit side and entered on the asset side)

Gateway of Tally-Accounts info-ledger-create

Ledger	Group
Opening stock	Stock in hand
Purchase	Purchase account
Purchase return	Purchase account

Fright charges	Direct expenses
Carriage inwards or Purchases	Direct expenses
Cartage and coolie	Direct expenses
Octroi	Direct expenses

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Manufacturing wages	Direct expenses
Coal, gas, water	Direct expenses
Oil and fuel	Direct expenses
Factory rent, insurance, electricity, lighting and heating	Direct expenses
Sales	Sales account
Salary	Indirect expenses
Postage and telegrams	Indirect expenses
Telephone charges	Indirect expenses
Rent paid	Indirect expenses
Rates and taxes	Indirect expenses
Insurance	Indirect expenses
Audit fees	Indirect expenses
Interest on bank loan	Indirect expenses
Interest on loans paid	Indirect expenses
Bank charges	Indirect expenses
Legal charges	Indirect expenses
Printing and stationery	Indirect expenses

Sundry expenses	Indirect expenses
Discount allowed	Indirect expenses
Carriage outwards or sales	Indirect expenses
Traveling expenses	Indirect expenses
Advertisement	Indirect expenses
Bad debts	Indirect expenses
Repair renewals	Indirect expenses
Motor expenses	Indirect expenses
Depreciation on assets	Indirect expenses
Interest on investment received	Indirect income
Interest on deposit received	Indirect income
Interest on loans received	Indirect income
Commission received	Indirect income
Discount received	Indirect income
Rent received	Indirect income
Dividend received	Indirect income
Bad debts recovered	Indirect income
Profit by sale of assets	Indirect income
Sundry income	Indirect income

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Loan from others	Loan Liabilities
Bank loan	Loan Liabilities
Bank overdraft	Bank OD
Bills payable	Current Liabilities
Sundry creditors	Sundry creditors
Mortgage loans	Secured loans
Expense outstanding	Current Liabilities
Income received in advance	Current Liabilities
Other liabilities	Current Liabilities
Capital	Capital account
Drawings	Capital account
Cash in hand	Cash in hand
Cash at bank	Bank account
Fixed deposit at bank	Deposit
Investments	Investments
Bills receivable	Current asset
Sundry debtors	Sundry debtors
Closing stock	Stock in hand
Stock of stationery	Current asset
Loose tools	Fixed asset
Fixtures and fittings	Fixed asset
Furniture	Fixed asset
Motor vehicles	Fixed asset
Plant and machinery	Fixed asset

Land and building	Fixed asset
Leasehold property	Fixed asset
Patents	Fixed asset
Goodwill	Fixed asset
Prepaid expenses	Current asset
Income outstanding	Current asset

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**Trading account** : Buying and selling of goods.

Dr. Receiving aspect

Giving aspect Cr.

Direct expenses		Amount	Direct Income		Amount
To	Opening stock	xxx	By	Sales	xxx
To	Purchases	xxx	By	(-)Sales return	xxx
To	(-)purchase return	xxx	By	Closing stock	xxx
To	Freight charges	xxx			
To	Cartage and coolie	xxx			
To	Lorry hire	xxx			
To	Manufacturing expenses	xxx			
To	Wages	xxx			
To	Factory rent, fuel power	xxx			
To	Gross profit (transfer to profit and loss account)	xxx			

**To Profit and loss account** : Actual profit and loss of the business

Indirect expenses or payments		Amount	Indirect income or receipts		Amount
To	Salary	xxx	By	Gross profit	xxx
To	Postage and Telegram	xxx	By	Interest on investment received	xxx
To	Telephone charges	xxx	By	Interest on deposit received	xxx
To	Rent paid	xxx	By	Interest on loans received	xxx
To	Rate and taxes	xxx	By	Discount received	xxx
To	Insurance paid	xxx	By	Discount received	xxx
To	Interest on bank loan	xxx	By	Rent received	xxx
To	Bank charges	xxx	By	Bad debts received	xxx
To	Printing and stationery	xxx	By	Net loss	xxx
To	Discount allowed	xxx			
To	Advertisement				

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To	Carriage outward (sales)				
To	Depreciation on assets				
To	General expenses				
To	Traveling				
To	Bad debts				
To	Net profit				

### Balance sheet: Actual financial position

Liabilities	Amount	Assets	Amount
Bank loan	xxx	Cash in hand	xxx
Bank overdraft	xxx	Cash at bank	xxx
Bills payable	xxx	Fixed deposit at bank	xxx
Sundry creditors	xxx	Investments	xxx
Expenses outstanding	xxx	Bills receivable	xxx
Capital	xxx	Sundry debtors	xxx
(-)drawings	xxx	Closing stock	xxx
Net profit	xxx	Stock of stationery	xxx
		Furniture	xxx
		Plant machinery	xxx
		Land and building	xxx
		Motor vehicles	xxx
		Prepaid expenses	xxx
		Income outstanding	xxx



## Accounting Package - Tally

### Class Room Assignment No.1:-

Create a company Milan Trade for the year 2009-10, and pass necessary Journal Entries

#### Journalize the following transactions

1. Commenced business with cash Rs.10, 000.
2. Deposit into bank Rs. 15,000
3. Bought office furniture Rs.3,000
4. Soled goods for cash Rs.2,500
5. Purchased goods form Mr X on credit Rs.2,000
6. Soled goods to Mr Y on credit Rs.3,000
7. Received cash form Mr. Y on account Rs.2,000
8. Paid cash to Mr X Rs. 1,000
9. Received commission Rs. 50
10. Received interest on bank deposit Rs. 100
11. Paid into bank Rs. 1,000
12. Paid for advertisement Rs.500
13. Purchased goods for cash Rs. 800
14. Sold goods for cash Rs. 1,500
15. Paid salary Rs. 500

#### Gateway of tally-Account info-Ledger-Create Gateway of tally – Accounting voucher

Sl. No	Key	Voucher	Ledger	Group	Type of account	Principles	Amount
1	F6	Receipt	Cr. Capital	Capital account	Personal	Giver	10,000
			Dr. Cash	Cash in hand	Real	Comes in	10,000
2	F4	Contra	Cr. Cash	Cash in hand	Real	Goes out	15,000
			Dr. Bank	Bank account	Real	Comes in	15,000
3	F5	Payment	Dr. Office furniture	Fixed asset	Real	Comes in	3,000
			Cr. Cash	Cash in hand	Real	Goes out	3,000
4	F8	Sales	Dr. Cash	Cash in hand	Real	Comes in	2,500
			Cr. Sales	Sales account	Real	Goes out	2,500
5	F9	Purchase	Cr. X	Sundry creditor	Personal	Giver	2,000
			Dr. purchase	Purchase account	Real	Comes in	2,000
6	F8	Sales	Dr. Y	Sundry debtors	Personal	Receiver	3,000
			Cr. Sales	Sales account	Real	Goes out	3,000
7	F6	Receipt	Cr. Y			Giver	2,000
			Dr. cash	Cash in hand	Real	Comes in	2,000
8	F5	Payment	Dr. X			Receiver	1,000
			Cr. Cash	Cash in hand	Real	Goes out	1,000

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9	F6	Receipt	Cr. Commission	Indirect income	Nominal	Credit all income	50
			Dr. cash	Cash in hand	Real	Comes in	50
10	F6	Receipt	Cr. Interest on bank deposit	Indirect income	Nominal	Credit all income	100
			Dr. Bank	Bank account	Real	Comes in	100
11	F4	Contra	Cr. Cash	Cash in hand	Real	Goes out	1,000
			Dr. Bank	Bank account	Real	Comes in	1,000
12	F5	Payment	Dr. Advertisement	Indirect expenses	Nominal	Debit all expenses	500
			Cr. Cash	Cash in hand	Real	Goes out	500
13	F9	Purchase	Cr. Cash	Cash in hand	Real	Goes out	800
			Dr. purchase	Purchase account			
			Cr cash		Real	Comes in	800
14	F8	Sales	Dr. cash	Cash in hand	Real	Comes in	1,500
			Cr. Sales	Sales account	Real	Goes out	1,500
15	F5	Payment	Dr. salary	Indirect expense	Nominal	Debit all expenses	500
			Cr. Cash	Cash in hand	Real	Goes out	500

## Lab Assignment No.1.1:-

Create a company 'InfoSoft Pvt. Ltd.' On 1-4-2006.

Pass the Journal Entry for the following transactions:-

- Commenced business with Rs. 15000, goods of Rs. 3000 & Building Rs. 12000.
- Purchase goods for Rs. 1000.
- Sold goods to Pallavi for Rs. 15000.
- Sold goods for Rs. 2000.
- Paid office rent Rs. 200.
- Paid cash to Dhanashi Rs. 500.
- Received Commission Rs. 100.
- Returned goods by Pallavi of Rs. 150.
- Withdrawn Rs. 2000 for personal use.
- Purchase Furniture for Rs. 10000.
- Borrowed from Bank Rs. 8000.
- Paid carriage on behalf of Sudesh Rs. 30.
- Sold Building of Rs. 8000 for Rs. 7500.
- Depreciation charged on all the assets @ 5% p.a.
- Repaid loan to bank Rs. 3400.
- Goods purchase from Kanji worth Rs. 1500.
- Purchase Motor Car worth Rs. 8000 in exchange of Furniture worth Rs. 10000.
- Sold half of the goods purchase from Kanji to Kalidas, getting profit of Rs. 15 on each Rs. 100.

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### Class Room Assignment No.2:-

Create a company 'M/S Albert & Brothers' for the year 01.04.2006 and books beginning from 01.05.2006 and pass the transactions considering the following

2006

- May 1      Albert starts business with Rs. 50,000. He opens a bank account and deposits Rs. 20,000.
- May 1      Bought furniture for Rs. 5,000, machinery for Rs. 10,000.
- May 2      Purchased goods for Rs. 14,000.
- May 31     Sold goods for Rs. 8,000.
- May 31     Purchased goods from Malhotra & Co. Rs. 11,000.
- June 1     Paid telephone rent for the year by cheque Rs. 500.
- June 1     Bought one typewriter for Rs. 2,100 from 'Universal Typewriter Co.' on credit.
- June 2     Sold goods to Keshav Ram for Rs. 12,000.
- July 1      Sold goods to Rajesh Kumar for Rs. 2,000 cash.
- July 1      Amount withdrawn from bank for personal use Rs. 1,500.
- July 2      Received cash from Keshav Ram Rs. 11,900 and discount allowed Rs. 100.
- July 31     Paid into bank Rs. 5,800.
- July 31     Bought 50 shares in X Y & Co. Ltd. At Rs. 60 per share, brokerage paid Rs. 20.
- Aug 1      Goods worth Rs. 1,000 found defective were returned to Malhotra & Co. and balance of the amount due to them settled by issuing a cheque in their favour.
- Aug 1      Sold 20 shares of X Y & Co. Ltd. at Rs. 65 per share, brokerage paid Rs. 20.
- Aug 2      Bought goods worth Rs. 2,100 from Ramesh and supplied them to Suresh at Rs. 3,000.
- Aug 2      Suresh returned goods worth Rs. 100, which in turn were sent to Ramesh.
- Aug 31     Issued a cheque for Rs. 1,000 in favour of landlord for rent .
- Aug 31     Paid salaries to staff Rs. 1,500 & received from travelling salesman Rs. 2,000 for goods sold by him, travelling expenses Rs. 100.

### Lab Assignment No. 2.1:-

Create a Company by name "Khanna Sons" for the year 2007-08, prepare following ledgers and pass necessary entries

1. Commenced business with cash Rs.10, 000, as on 1/4/2007
2. Deposit into bank Rs. 15,000 on 2/4/2007
3. Bought office furniture Rs.3,000 on 2/4/2007
4. Sold goods for cash Rs.2,500 on 1/5/2007

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5. Purchased goods form Mr X on credit Rs.2,000 on 2/5/2007
6. Sold goods to Mr Y on credit Rs.3,000 on 31/5/2007
7. Received cash form Mr. Y on account Rs.2,000 on 1/6/2007
8. Paid cash to Mr X Rs. 1,000 on 2/6/2007
9. Received commission Rs. 50 on 2/6/2007
10. Received interest on bank deposit Rs. 100 on 1/7/2007
11. Paid into bank Rs. 1,000 on 2/7/2007
12. Paid for advertisement Rs.500 on 31/7/2007
13. Purchased goods for cash Rs. 800 on 1/8/2007
14. Sold goods for cash Rs. 1,500 on 2/8/2007
15. Paid salary Rs. 500 on 31/8/2007

## Lab Assignment No.2.2:-

Create a company in the name of Raj Traders for the year ended 01.04.1998 and books beginning from 01.07.1998 and pass the transactions considering the following:-

Ledgers to be created:- 1) Purchase Account 2) Sales Account 3) Bank Account & Respective parties Accounts, pass the entry in Voucher mode.

- (a) On 01.07.1998 purchased goods worth Rs. 1,00,000/- from **Mafatlal Industries Ltd.**
- (b) On 02.07.1998 sold goods worth Rs. 40,000/- to **Rakesh Mills.**
- (c) On 31.07.1998 received Rs. 25,000/- from Rakesh Mills.
- (d) Sold goods worth Rs. 50,000/- to **Anil Textiles** on 02.08.1998.
- (e) Received Rs. 40,000/- from Anil Textiles on 31.08.1998.
- (f) On 01.09.1998 paid Rs. 50,000/- to Mafatlal Industries Ltd.
- (g) Purchased goods worth Rs. 80,000/- each from **Arvind Mills** and **Vimal** on 02.08.1998.
- (h) On the same day sold goods worth Rs. 40,000/- each to **Vikas Sales Agency** and Rakesh Mills.
- (i) Received Rs. 30,000/- each from Rakesh Mills and Vikas Sales Agency.
- (j) On 31.08.1998 paid Rs. 25,000/- each to Arvind Mills and Vimal.

## Class Room Assignment No. 3:-

### Accounts with Inventory

Create a company in the name of Asian Car Arcade for the year ending 2001.

Prepare the required ledgers, stock group, category, items, godown and pass the transactions taking the following into consideration, entry to be done in invoice mode.

### F11 Features to be activated:-

Under Maruti	Maruti 800, Zen, Esteem, Baleno.
Under Hyundai	Ascent, Hyundai Deluxe, Hyundai Regular.
Under Premiere	Fiat, Uno, Siena.
Under Tata	Indica, Sumo, Estate, Sierra.

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Under Hindustan                      Ambassador, Contessa.

### Transaction

- Purchased the following on 01.06.2000, discount 2%
 

Quantity	Name	Rate	Godown
3	Zen	400000	Mumbai
2	Ascent	550000	Mumbai
2	Uno	375000	Pune
4	Siena	575000	Pune
2	Sumo	500000	Mumbai
5	Indica	400000	Mumbai
  
- On 02.06.2000 sold following cars to Patel Motors, discount 2%
 

Quantity	Name	Rate
1	Zen	475000
1	Siena	610000
1	Indica	450000
  
- On 01.07.2000 sold following cars to Dhruv Motors, discount 2%
 

Quantity	Name	Rate
1	Ascent	580000
1	Indica	430000
  
- On 02.07.2000 sold following cars to Gupta Car Arcade, discount 2%
 

Quantity	Name	Rate
1	Zen	460000
1	Siena	600000
  
- On 31.07.2000 sold following cars to Continental Motors, discount 2%
 

Quantity	Name	Rate
1	Sumo	550000
1	Zen	450000
1	Siena	600000
  
- Received on 01.08.2000 Rs. 1125000/- from continental Motors after deducting discount on total bill amount.
- Paid 50% bill amount from which 7.5% discount on bill amount has been paid for Hyundai motors on 02.08.2000.
- On 31.08.2000 received 75% bill amount after deducting 11.25% on net bill from Dhruv Motors.
- Paid full amount after deducting 15% discount to Premeiere 01.09.2000.
- Sold 1 Indica @ Rs. 450000 to Ramesh Motors (add 4% sales tax) on 02.09.2000.
- Sold 1 Siena @ Rs. 600000 and 1 Uno @ Rs. 400000 to Trilok Motors (add 4.8% sales tax) on 31.09.2000.

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### Lab Assignment No. 3.1:-

#### Create a Company Raman Shop, as on 2006-07

On 1-4-06 Raman commenced business with cash of Rs. 25,00,000. He further introduced Land and Building costing Rs. 30,000, Plant and Machinery costing Rs. 25,000 and furniture and fixture costing Rs. 36,000.

2. On 2-4-06 Purchased Vehicle and Patents Rs. 20,000 and Rs. 15,000.

3. On 1-5-06 He deposited Rs. 1,00,000 into Canara Bank.

4. On 2-5-06 Purchased from Cadbury Company, discount 1%

500	5 Stars @ Rs. 5	1000	Munch @ Rs. 5
100	Kit kat @ Rs. 4	200	Dairy milk @ Rs. 7

5. On 31-5-06 Purchased from Paras, discount 2%

500	Moov @ Rs. 20
500	D'Clod @ Rs. 12

6. On 1-6-06 Purchased from Amber, discount 2%

450	Adhesive tape roll @ Rs. 14.50
200	Band Aid box @ Rs. 240
300	Boric Acid powder @ Rs. 13

7. On 1-6-06 Sold to Pankaj, discount 2%

200	Moov @ Rs. 20.50
100	D'Clod @ Rs. 12.25
200	Adhesive tape roll @ Rs. 15.25
100	Band Aid box @ Rs. 252
200	Boric Acid powder @ Rs.14

8. On 2-6-06 Sold to Akbar, discount 2%

500	Munch @ Rs. 6
200	5 Star @ Rs.5.25
50	Kit Kat @ Rs. 6

9. On 1-7-06 Paid to Cadbury company Rs. 7500/- in cash.

10. On 2-7-06 Received from Pankaj Rs. 30000/- by cheque

11. On 31-7-06 Paid to Paras Rs. 12000/- by cheque

12. On 2-8-06 Received from Akbar Rs. 3500/- in cash

13. On 2-8-06 Purchase from Well Cloth

T-Shirts	Lee	25Pc @ Rs.200
	Nike	30Pc @ Rs.300
Formal Shirts	Pan America	35Pc @ Rs. 400
	Peter England	30Pc @ Rs. 450

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Jeans Pants	Tiger	20Pc @ Rs. 500
	Ruff and Tuff	30Pc @ Rs. 350
Cotton Pants	Arrow	40Pc @ Rs. 200
	Ex-Calibar	20Pc @ Rs. 250

13. Paid Postage Rs. 500 by cheque

14. Received commission Rs. 15,000

15. Paid wages Rs. 2,500

### Procedure for Inventory Problem

Gateway of Tally-Inventory Info-Unit of Measure-Create-

Symbol-	Nos.	Pcs
Formal Name-	Number	Pieces

Gateway of Tally-Inventory Info-Stock Group-Create

Chocolate, Medicines, Cotton Pants, Jeans Pants, Formal Shirts, T-Shirts

Gateway of Tally-Inventory Info-Stock Item-Create

5 Stars	}	Chocolate
Kitkat		
Munch		
Dairy milk		

Moov	}	Medicines
D'Clod		
Adhesive tape rolls		
Band Aid box		
Boric Acid powder		

Lee	}	T-Shirts
Nike		

Pan America	}	Formal Shirts
Peter England		

Tiger	}	Jeans Pants
Ruff and Tuff		

Arrow	}	Cotton Pants
Ex-Calibar		

## Accounting Package - Tally

### Class Room Assignment No. 4:-

Given below is the trial balance of M/s. Sameer and Reena on 31<sup>st</sup> Dec. 1988. They divide profits and losses as 3:2 respectively. From the following trial balance you are required to prepare Trading and Profit and loss account for the year ended 31<sup>st</sup> December 1988 and the Balance Sheet as on that date.

Create Groups for Ledgers, F11 features Interest Calculation, Currency (€ Euro (**use Alt 0128** to insert symbol)):-

#### Trial balance as on 31<sup>st</sup> December 1988

Particulars	Debit Rs.	Particulars	Credit Rs.
Stock (1-1-88)	60,000	Sales	1,01,250
Purchases	1,20,000	Purchases Returns	1,000
Sales Returns	1,500	Capital account Sameer	80,000
Drawings Sameer	9,000	Capital account Reena	60,000
Drawings Reena	7,000	Current A/c. Reena	2,000
Current A/c. Sameer	3,000	Bank Overdraft 4% p.a.	17,000
Sundry Expenses	1,750	Discount Received	600
Wages	15,000	Dividend Received	2,400
Salaries	16,400	Sundry Creditors	10,000
Travelling Expenses	1,600	Bills Payable	25,000
Advertisement	6,000	Outstanding Wages	2,000
Rent, Rates and Taxes	12,500	Loan from Dena bank @ 12%	5,50000
Bad Debts	13,000		
Discount	1,400		
Commission	1,500		
Buildings	1,80,000		
Machinery	1,20,000		
Furniture	75,000		
Sundry Debtors	30,000		

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Cash in Hand	25,000		
Cash at Bank 2.5% interest p.m	1,22,000		
Bills Receivable	27,000		
Prepaid Insurance	2600		
	<b>8,51,250</b>		<b>8,51,250</b>

### Additional Information at the end of the year.

- Closing Stock as on 31-12-1988 Rs. 57600/-
- Outstanding Rent Rs. 400/- Salaries Rs. 600/-
- Provide depreciation on Building 10% Machinery 20% and Furniture 15%.
- Provide 10% interest on partner's capital. Sameer is entitled to get Rs. 1,500/- as salary per month for his extra work for 3 Months.
- Partnership firm charges 5% interest on drawings.
- Share profit/loss in the ratio given

Display Balance sheet, Profit & Loss, Trial Balance in the the currency create (€ euro)

Transfer the company data to new blank company using Import/Export option.

Merge both the company and create a Group company, showing individual balance sheet, profit / loss account, and also group wise details for the same.

## Lab Assignment No. 4.1 :-

Ramesh and Mahesh are partners sharing profits and losses 2:1. Following is the trial balance as on 31/12/1985.

Particulars	Debit Rs.	Credit Rs.
Land and Buildings	55,000	
Machinery	40,000	
Salary and Wages	21,000	
Cash at bank	40,000	
Cash in hand	1,100	
Motor Vans	20,000	
Office Expenses	1,000	
Ramesh Capital		1,16,000

## Accounting Package - Tally

Mahesh Capital		62,000
Carriage	5,000	
Purchase and Sales	2,20,000	2,80,000
Returns	2,000	5,500
Bad Debts	1,000	
Debtors and Creditors	32,800	20,000
Rent	1,100	
Bills Payable		35,000
Printing and Stationary	1,500	
Travelling Expenses	5,500	
Stock (1/1/1985)	30,000	
Insurance	1,500	
Discount	8,000	
Advertisement	12,000	
Furniture	20,000	
	<b>5,18,500</b>	<b>5,18,500</b>

### Adjustments:-

- Goods worth Rs. 5,000 taken over by Ramesh for personal use were not entered in the books of accounts.
- For goods worth Rs. 5,000 were destroyed by fire and Insurance Company agreed to pay Rs. 4,000 in full settlement of the claim.
- Outstanding expenses, Rent Rs. 100/- and Salary Rs. 500/-
- Provide depreciation at 10% on machinery and 5% on furniture.

## Lab Assignment No. 4.2:-

Following is the trail balance of Sri Arora company for the year ended 31-3-01

Particulars	Debit	Credit
Capital account	-	10,000
Drawings account	2,000	-

## Accounting Package - Tally

Purchases	20,800	-
Opening stock	6,900	-
Sales	-	27,500
Creditors	-	8,100
Rent	1,000	-
Discount Received	-	270
Furniture & Fixture	900	-
Machinery	5,000	-
Traveling expencess	650	-
Bad debts	120	-
Debtor	7,500	-
Sales Return	300	-
Purchase Return	-	580
Carriage Inward	400	-
Wages	325	-
Salaries	900	-
Interest	480	-
Carriage Outward	700	-
Insurance	900	-
Bank Loan	-	3000
Cash in hand	575	-
Total	<b>49,450</b>	<b>49,450</b>

### Additional information:

1. Closing stock was values at Rs. 8900.
2. Insurance prepaid Rs.250.
3. Interest on bank loan outstanding Rs.150.
4. Depreciate machinery and furniture at 10%.
5. Provide for doubtful debts at 5% on debtors.
6. O/S rent Rs 200 O/S salary Rs 100

## Accounting Package - Tally

### Class Room Assignment No. 5 (VAT 4%):-

M/S SAI TECHNOLOGIES					
BALANCE SHEET AS ON 31-3-1998					
Liabilities	Amount	Total	Assets	Amount	Total
<b>Capital Account</b>		<b>150000</b>	<b>Fixed Assets</b>		<b>72000</b>
Kapil	75000		Office equipment	32000	
Mayur	75000		Furniture & Fixture	40000	
<b>Loan Liabilities</b>		<b>100000</b>	<b>Investment</b>		<b>28000</b>
City Bank	50000		Shares in ICICI	14000	
(Term loan)			Shares in HDFC	14000	
Mohan Bansi	50000				
<b>Current Liabilities</b>		<b>113310</b>	<b>Current Assets</b>		<b>263310</b>
Sundry Creditors A	101340		Stock	134424	
Unpaid Expenses B	11974		Sundry Debtors C	88850	
			Cash in Hand	8528	
			Bank Accounts D	31512	
	<b>Total</b>	<b>363314</b>		<b>Total</b>	<b>363314</b>

#### Schedule A:

Sundry Creditors	Bill No.	Date	Amount	Total
Sachin Trader	1398	31/12/97	2070	
	1421	1/1/98	3073	
	1434	2/1/98	11020	
	1636	1/2/98	3079	
	1842	1/3/98	14011	<b>33253</b>
Navjot Enterprises	4120	1/2/98	8092	

## Accounting Package - Tally

	4121	1/3/98	4293	<b>12385</b>
Ganguly Tech	3268	2/2/98	6028	
	4198	1/3/98	9011	<b>15039</b>
Azhar Softech	12941	1/3/98	4219	
	12983	2/3/98	3024	
	13492	31/3/98	5360	
	13780	31/3/98	28060	<b>40663</b>

### Schedule B:

<b>Unpaid Expenses</b>			
Telephone Expenses Payable	8370		
Electricity Expenses Payable	3604		
	<b>Total</b>		<b>11974</b>

### Schedule C:

<b>Sundry Debtors</b>			
<b>Amitabh Corporation</b>			<b>31621</b>
1020/97-98	1/2/98	3430	
1029/97-98	1/2/98	6918	
1019/97-98	2/2/98	7024	
1068/97-98	1/3/98	4120	
1076/97-98	2/3/98	6148	
1092/97-98	31/3/98	3981	
<b>Dev Enterprises</b>			<b>20601</b>
1024/97-98	1/2/98	13210	
1071/97-98	1/3/98	7391	
<b>Khanna Brothers</b>			<b>36628</b>
1048/97-98	1/2/98	14216	

## Accounting Package - Tally

1064/97-98	1/3/98	8929	
1096/97-98	31/3/98	13483	

### Schedule D:

<b>Bank Accounts</b>		
State Bank of India A/c 34292	9828	
Mandavi A/c 21767	21684	<b>31512</b>

### Enter the opening stock in M/s SAI Technologies:

Particulars Brand Name & Item	Qty. Nos.	Rate Per Nos.	Amount	Total
<b>Floppy Disk</b>				<b>15123</b>
Sony				
1.44 MB	15	210	3150	
1.2 MB	8	185	1480	
Maxell				
1.44 MB	14	212	2968	
1.2 MB	6	191	1146	
Verbatim				
1.44 MB	18	215	3870	
1.2 MB	13	193	2509	
<b>Compact Disc CD's</b>				<b>3640</b>
Sony Writable	6	175	1050	
HP Writable	14	185	2590	
<b>Mouse</b>				<b>14950</b>
Logitech	20	590	11800	
Genious	15	210	3150	
<b>Monitor</b>				<b>54082</b>
Microtech	4	9025	36100	

## Accounting Package - Tally

Samtron	1	8981	8982	
LG	1	9000	9000	
<b>Keyboard</b>				<b>9630</b>
Chiconi	15	642	9630	
<b>Central Processing Unit</b>				<b>37000</b>
Pentium II	2	18500	37000	

Enter the following Purchase Transactions into M/s SAI Technologies: 4% Vat Applicable

Date	Particulars
1-Apr-98	Purchased 20 Boxes of 1.44 MB Sony Floppies @ Rs. 215 each from M/s. Navjot Enterprises Vide Bill No. 4304 amounting to Rs. 4300/-
1-Apr-98	Purchased 3 Pentium @ 18000/- each from M/s. Jadeja @ Co. vide Bill No. 24920 amounting to Rs. 54000/-
2-Apr-98	50 CD's of HP purchased from M/s. Nayab Trade Links @ Rs. 175 per C.D. as per Bill No. 18719 amounting to Rs. 8750/-
2-Apr-98	Purchased from M/s. Azhar Softechs Pvt. Ltd. As per Bill No. 13628 amounting to Rs. 5340/-. The items included were 15 Boxes of Maxell 1.44 MB floppies @ 212/- & 10 Boxes Verbatim 1.44 MB Floppies Rs. 216/- per Box.

Enter the following Sales Transactions into M/s. SAI Technologies: 4% Vat Applicable

Date	Bill No.	Party & Items Details	Qty	Rate	Amount	Total
1-May-98	1101	Khanna Brothers Logitech Mouse	15	650	9750	9750
1-May-98	1102	Kapoor Techno Pvt. Ltd. Sony 1.44 MB Floppies Sony 1.2 MB Floppies Verbatim 1.44 MB Floppies Verbatim 1.2 MB Floppies	10 5 15 5	240 210 250 215	2400 1050 3750 1075	8275
2-May-98	1103	Dev Enterprises Microtech Monitors	2	10800	21600	21600
2-May-98	1104	Shahrukh Impex Pentium II CPU	2	15000	30000	30000

## Accounting Package - Tally

Enter the following receipt Transactions into M/s. SAI Technologies:

Date	Particulars
31-May-98	Received Cash Rs. 13210/- from M/s. Dev Enterprises against Bill No. 1103/97-98
31-May-98	Received a Cheque of Rs. 14468/- from M/s. Amitabh Corporation against Bill No. 1020, 1029, & 1068, the same was deposited into Mandvi Bank.
1-June-98	Deposited into State Bank of India a Cheque of Rs. 20000/- received from Khanna Brothers on account.
1-June-98	Received Cash from Kapoor Techno Pvt Ltd Rs. 3000/- against Bill No. 1102 of 1/5/98

Enter the following payment transaction into M/s SAI Technologies:

Date	Particulars
2-June-98	Issued Cheque No. 2412218 of Rs. 19242/- from Mandavi bank in favour of M/s Sachin traders against Bill No. 1398, 1421, 1434 & 1636.
2-June-98	Paid Cash 257/- to Suresh Tea & Snacks for Staff.
1-July-98	Paid Rs. 15000/- in cash to Ganguly Technologies in settlement of their account.
1-July-98	Issued Cheque No. 2412219 of Rs. 20000/- from Mandavi bank in favour of M/s Kumble Traders advanced for the 10 Monitors.

Enter the following transaction into M/s. SAI Technologies:

Date	Particulars
2-July-98	Deposited Cash Rs. 5000/- into State Bank of India
2-July-98	Withdrawn Cash Rs. 1000/- from Mandavi Bank through Cheque no. 241220
31-July-98	Transferred a sum of Rs. 30000/- from State Bank of India to Mandavi Bank vide Cheque no. 382101

Enter the following Transaction into M/s. SAI Technologies:

Date	Particulars
1-Aug-98	Credit note no. cn/001 amounting to Rs. 480/- issued for 2 sony 1.44 MB floppy boxes returned by Kapoor Technologies Pvt. Ltd. Sold to Rs. 240/- each vide sales bill no. 1102/98-99
1-Aug-98	Debit note no. dn/01/98-99 amounting to Rs. 430/- issued for return of boxes of 1.44 MB sony floppy boxes to Navjot enterprises which was purchase @ Rs. 215/- per box as per their bill no. 4304 on 1 <sup>st</sup> April 98.
2-Aug-98	Commission note no. 108 dtd 30-4-98 issued by M/s Karan enterprises for Rs. 1250/- accepted by us payable after 30 days.

## Accounting Package - Tally

### Adjustment Entries for VAT

1. At the end of the month just Adjust your Output VAT Against the Input VAT & get the Vat Payable/Refundable adjusted to the corresponding accounts.
2. Take the Print of the VAT forms.

### Lab Assignment No. 5.1 (VAT 4%):-

Rupali & Dipali are partners sharing profits equally in M/s Delux Stationary, Nashik. From the following Trail Balance and the Additional information prepare Trading and Profit and Loss Account for the year ending 31<sup>st</sup> March, 1999 and balance sheet on the date.

#### Trail Balance (31<sup>st</sup> March 1999)

Particulars	Debit Amount	Particulars	Credit Amount
Rupali Drawings	2000	Rupali Capital Account	35000
Dipali Drawings	3500	Dipali Capital Account	25000
Fixed Assets (A)	64500	Sales	92500
Salaries and Wages	3700	Return Outwards	1300
Trade Expenses	1900	General Reserve	3800
Carriage Inward	400	Creditors (C)	15000
Royalties	1800	Commission	1500
Purchase	45300	Bank loan taken on 1.1.1999	8000
Return Inwards	2500		
Debtors (B)	24600		
Discount	1000		
Insurance	1200		
Stock (D)	23800		
Advertisement	3000		
ICICI Bank	2900		
	<b>182100</b>		<b>182100</b>

## Accounting Package - Tally

### Schedule A: (Fixed Assets)

Machinery	18000
Land & Building	36000
Motor Car	<u>10500</u>
<b>Total</b>	<b>64500</b>

### Schedule B: (Debtors)

Amol Shetty	14000
Amit Kumar	5600
Anjali Sharma	<u>5000</u>
<b>Total</b>	<b>24600</b>

### Schedule C: (Creditors)

Anupama Verma	3900
Aparna Rane	4000
Babita Jain	4600
Anand Raj	<u>2500</u>
<b>Total</b>	<b>15000</b>

### Schedule D: (Stock) 4% VAT

Product	Qty	Rs.	Total
CDs	100	40/-	4000/-
Spring File	60	15/-	900/-
Box Files	40	20/-	800/-
Large book	300	15/-	4500/-
Small book	200	10/-	2000/-
Pen Box	1000	10/-	10000/-
Floppy Disk	100	16/-	<u>1600/-</u>
<b>Total</b>			<b>23800/-</b>

### Pass the Journal entries for the following:-

- Goods worth Rs. 4000/- taken by Dipali for personal use were not entered in the books of accounts. (400 pen box)
- Depreciate Land and Building by 10% Machinery by 12.5% and Motor Car by 10%
- 5% interest is to be allowed on partner's capital.
- Provide for interest on bank loan at 10% p.a.
- Sold CDs for Rs. 45 each & Floppy disk Rs. 15 each to Anjali Sharma & Kimi Agarwal respectively.
- Outstanding Salary & Wages of Rs. 400/- & Rs. 300/- respectively.
- Withdraw Rs. 1000/- from ICICI Bank.
- Purchase 10 Box files of Rs. 15 each from Ketan Verma.
- Return goods of Rs. 250/- from Anjali Sharma.
- Received cash of Rs. 9500/- from Amol Shetty.

## Accounting Package - Tally

### Class Room Assignment No. 6:- (Vat Assignment) Multiple VAT percentage.

#### Purchase Entries

1. Purchased from Maganbhai & Co. 500 ITEM-1 @ Rs.20/- each on a credit of 30 days.
2. Purchased from Chandulal & Co. 250 ITEM-2 @ Rs.25/- each.
3. Purchased from Chandulal & Co. the following

ITEM-1	100	20
ITEM-2	250	40
ITEM-4	400	100
4. Purchased from Sanghavi Traders-M.P 1000 ITEM-1 @ Rs.12/- (Inter-State)
5. Purchased from Chunilal & Co. ITEM-5 500 qty @ Rs.125/-
6. Maganbhai & Co Returned ITEM-1 50 qty as they were damaged.
7. Good Returned to Chandulal & Co.

ITEM-1	25
ITEM-2	100
ITEM-4	200
8. Purchased from Manishbhai Sons 1000 ITEM-3 from Jammu @ 89/- (Inter-State)

#### Sales Entries

1. Sold Goods as per details give below to Rakesh Sharma & co.

ITEM-1	500	55
ITEM-2	200	90
ITEM-3	350	145
ITEM-4	50	180
ITEM-5	100	225
2. Sold goods to Chota Shakeel 750 ITEM-1 @ Rs. 75/-
3. Sold goods to Apple & Co. of Delhi as follows :- [Interstate Vat @4%]

ITEM-1	200	150
ITEM-2	100	125
ITEM-3	300	195
ITEM-4	50	300
ITEM-5	200	325
4. Apple & Co. Returned the following Goods Back

ITEM-1	20	150
ITEM-2	20	125
ITEM-3	20	195
ITEM-4	20	300

## Accounting Package - Tally

ITEM-5            20            325

5. Chota Shakeel Returned 250 ITEM-1

Adjustment Entries for VAT

3. At the end of the month just Adjust you Output Against the input VAT & get the Vat Payable/Refundable adjusted to the corresponding accounts.

4. Take the Print of the VAT forms.

Create Items under following rate of Vat :-

ITEM-1 @4%

ITEM-2 @12.5%

ITEM-3 @1%

ITEM-4 @4%

ITEM-5 @0%

## Lab Assignment No. 6.1:- (Vat Assignment) Multiple VAT percentage.

### Account With Inventory

Create a Co. (Accounts with Inventory)

F11 (Features) F3(Statutory)]

Enable Vat Yes

Set Alter Vat Details Yes

Display-> Statutory Info

Display-> Statutory Report

GOT

Account Info->Ledger->Create

Ledgers

### Purchase Accounts

1) Purchase @ 1%

2) Purchase @ 12.5%

3) Purchase @ 20%

4) Purchase @ 4%

5) Purchase @ 0%

6) Purchase @ Inter-State

### Sales Accounts

1) Sales @ 1%

2) Sales @ 12.5%

3) Sales @ 4%

4) Sales @ 20%

5) Sales @ 0%

6) Sales @ Inter-State

### Duties and Taxes

#### Vat Class

1) Input Vat @ 1%

2) Input Vat @ 4%

3) Input Vat @ 12.5%

4) Input Vat @ 20%

## Accounting Package - Tally

- 5) Output Vat @ 1%
- 6) Output Vat @ 4%
- 7) Output Vat @ 12.5%
- 8) Output Vat @ 20%

### CST Class

- 1) Input Vat @ Inter-State
- 2) Output Vat @ Inter-State

### Sundry Creditors

- 1) Priti Creditors                      Maharashtra

### GOT

Inventory Info

### Stock Items

- Item No 1 @ 4%
- Item No 2 @ 20%
- Item No 3 @ 12.5%
- Item No 4 @ 1%
- Item No 5 @ 0%
- Item No 6 @ 4%

### Transactions:-

- 1) The following items purchased from Priti

Item No 1	100 Qty	175/- each
Item No 6	135 Qty	135/- each

Bill No. 1012

- 2) The following items purchased from Vikram

Item No 1	70 Qty	165/- each
Item No 2	250 Qty	75/- each
Item No 3	170 Qty	110/- each
Item No 4	225 Qty	170/- each
Item No 6	125 Qty	150/- each

Bill No. 1102

- 3) The following items purchased from Rishi (Inter-state) Vat 4%

Item No 3	100 Qty	125/- each
Item No 1	50 Qty	135/- each

Bill No. 2123

- 4) The following items purchased from Sunil (Inter-State) Vat 12.5%

Item No 5	100 Qty	225/- each
-----------	---------	------------

- 2) Vikram Creditors                      Maharashtra
- 3) Rishi Creditors                        Goa
- 4) Sunil Creditors                         Delhi
- 5) Shivaji Creditors                       Maharashtra

### Sundry Debtors

- 1) Ganesh Debtors                        Maharashtra
- 2) Mukesh Debtors                        Gujarat
- 3) Tushar Debtors                         Maharashtra

## Accounting Package - Tally

Item No 6	75 Qty	175/- each
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Bill No. 4154

5) The following items purchased from Shivaji

Item No 1	50 Qty	135/- each
-----------	--------	------------

Item No 5	80 Qty	210/- each
-----------	--------	------------

Item No 6	75 Qty	195/- each
-----------	--------	------------

Bill No. 5324

6) The following items returned to Vikram

Item No 1	20 Qty	165/- each
-----------	--------	------------

Item No 2	50 Qty	75/- each
-----------	--------	-----------

Item No 3	70 Qty	110/- each
-----------	--------	------------

Item No 4	25 Qty	170/- each
-----------	--------	------------

Item No 6	25 Qty	150/- each
-----------	--------	------------

Bill No. 1102 (Against Ref)

Sales Transaction

1) The following items sold to Ganesh

Item No 1	150 Qty	200/- each
-----------	---------	------------

Item No 2	125 Qty	115/- each
-----------	---------	------------

Item No 3	110 Qty	150/- each
-----------	---------	------------

Item No 4	135 Qty	190/- each
-----------	---------	------------

Item No 5	120 Qty	250/- each
-----------	---------	------------

Item No 6	190 Qty	175/- each
-----------	---------	------------

Bill No. 201

2) The following items sold to Mukesh (Inter-state) Vat 4%

Item No 5	50 Qty	195/- each
-----------	--------	------------

Item No 6	40 Qty	190/- each
-----------	--------	------------

Bill No. 202

3) The following items returned by Ganesh

Item No 1	20 Qty	200/- each
-----------	--------	------------

Item No 2	20 Qty	115/- each
-----------	--------	------------

Item No 3	20 Qty	150/- each
-----------	--------	------------

Item No 4	20 Qty	190/- each
-----------	--------	------------

Item No 5	20 Qty	250/- each
-----------	--------	------------

Item No 6	20 Qty	175/- each
-----------	--------	------------

Bill No. 201

4) The following items sold to Tushar

## Accounting Package - Tally

Item No 1	60 Qty	195/- each
Item No 3	50 Qty	200/- each
Item no 6	40 Qty	180/- each

Bill No. 203

Vat Report

Display->Statutory Report

Adjustment of Vat (Refundable or Payable)

## Class Room Assignment No. 7:- TDS (Tax Deducted at Source), Cost Category & Cost Centre:-

1. Create a Company for the year 2004-2005
2. Press F11 (Company Features) and set 'Yes' to the following options
  - a. Maintain Cost Centres
  - b. More than ONE Cost Category
3. Prepare the following Cost Categories with Cost Centres:

**Branch**      **Deptt.** \_\_\_\_\_ **Agent** \_\_\_\_\_

- |           |             |          |
|-----------|-------------|----------|
| a) Mumbai | a) Purchase | a) Zahir |
| b) Delhi  | b) Sales    | b) Amir  |
|           |             | c) Lalit |

4. Pass the following entries:
  - a) Rs. 1500/- paid towards Printing & Stationery A/c from Petty Cash for Mumbai Branch, Sales Deptt on 01/04/2004
  - b) Rs. 1900/- withdrawn from HDFC Bank (Chq no: 234791) for office use on 01/04/2004.
  - c) Salary of Rs. 1500/- paid to Mumbai Branch, Purchase Deptt. Through cheque of HDFC (Chq no: 234792) on 01/04/2004.
  - d) Commission paid in Cash to the following Sales Agents on 01/04/2004.  
Zahir: Rs 500/-, Amir: Rs 300/- and Lalit: Rs 200/-
  - e) Transferred Rs. 1000/- from Main Cash to Petty Cash on 01/04/2004 to meet the daily expenses.
  - f) Office Rent paid in Cash Rs 5000/- for Delhi Branch, Sales Deptt on 01/04/2004.
  - g) Cash Rs 3000/- paid to Mr. Khemka on 01/04/2004 as advanced salary, which will be adjusted from his future salary.
  - h) Outstanding amount of Rs. 500/- paid for Telephone Bill through cheque of HDFC bank (chq no: 234793) on 01/04/2004.

## Accounting Package - Tally

### Tax Deducted at Source

5. Press F11 (Company Features), set 'Yes' to the following options

- a) Enable TDS    b) Set/Modify other Company Features

**Enter TDS Deductor details** (supply the following sample data)

<b>Tax Assessment number</b>	:	WBTG00121A
<b>Income Tax Circle/Ward (TDS)</b>	:	WBTDS – 100
<b>Deductor Type</b>	:	Others
<b>Name of Person responsible</b>	:	Gautam Sinha
<b>Designation</b>	:	Account Manager

6. Press F12 (Configuration)  Voucher Entry; turn on the option Allow Alteration of TDS and Values.

7. Prepare the following ledgers for TDS:

a) TDS on Technical Services

1. Under : Duties & Taxes
2. Type of Duty/Tax : TDS
3. Nature of payment : Fees for Professional or Technical Services
4. Ignore TDS Exemption Limit : No

b) TDS

1. Under : Duties & Taxes
2. Type of Duty/Tax : TDS
3. Nature of payment : Any
4. Ignore TDS Exemption Limit : No

**NOTE:** - In Tally ERP version, while creating TDS (Duties & Taxes), its not compulsory to select **Nature of payment**, the option of **Any** is given in new version

8. Prepare the following party ledgers to make payments:

a) Roy Services

1. Under : Sundry Creditors
2. Is TDS Applicable : Yes
3. Deductee Type : Individual/HUF – Resident
4. Ignore Surcharge Exemption Limit : No

b) Vikash Agarwal

1. Under : Sundry Creditors
2. Is TDS Applicable : Yes
3. Deductee Type : Individual/HUF – Resident
4. Ignore Surcharge Exemption Limit : No

## Accounting Package - Tally

- c) Banik Publishing Ltd
1. Under : Sundry Creditors
  2. Is TDS Applicable : Yes
  3. Deductee Type : Local Authority

9. Do the following as per given instructions:

- a) Roy Services charged Rs. 35000/- as Fees for Technical Service on 01/04/2004 {Ref no: Tech/tds/001}.

Journal No. 1		1-Apr-2004 Thursday	Ctrl + M x
<b>Particulars</b>		<b>Debit</b>	<b>Credit</b>
By <b>Technical Service</b>		<b>35,000.00</b>	
<i>Cur Bal: 35,000.00 Dr</i>			
5.00 Cr		35,000.00 Cr	
5.00			
<b>TDS Nature of Payment Details</b>			
Ledger Name : <b>Technical Service</b>			
<b>Nature of Payment</b>			
<b>Fees for Professional Or Technical Services</b>			
<b>Assessable Value</b>			
<b>35,000.00</b>			
<b>Journal No. 1</b>		<b>List of Ledger Accounts</b>	
<b>Particulars</b>		Advance Salary	
By <b>Technical Service</b>		Banik Publishing Ltd	
<i>Cur Bal: 35,000.00 Dr</i>		Commission Paid	
To <b>Roy Services</b>		Printing and Stationary	
<i>Cur Bal: 33,215.00 Cr</i>		Profit & Loss A/c	
		Rent	
		<b>Roy Services</b>	
		Salary	
		TDS	
		TDS on Technical Service	
		Technical Service	
		Telephone Bill	
		Vikash Agarwal	

## Accounting Package - Tally

TDS Details							
Type of Ref	Name	Nature of Payment	TDS Duty Ledger	Assessable Amount	Deduct now	TDS Amount	Payable Amount
New Ref	<b>Jrnl / 1-1</b>	Fees for Professional Or Technical Services	<b>TDS</b>	35,000.00 Cr	<b>Yes</b>	1,785.00 Cr	33,215.00 Cr
	Income Tax	5 % On	35,000.00 Cr	1,750.00 Cr			
	Surcharge	0 % On	1,750.00 Cr				
	Education Cess	2 % On	1,750.00 Cr	35.00 Cr			
	Secondary Education Cess	0 % On	1,750.00 Cr				

Journal No. 1		1-Apr-2004 Thursday	
Particulars	Debit	Credit	
By <b>Technical Service</b>	35,000.00		
<i>Cur Bal: 35,000.00 Dr</i>			
To <b>Roy Services</b>		33,215.00	
<i>Cur Bal: 33,215.00 Cr</i>			
New Ref <b>101</b>	35,000.00 Cr		
New Ref <b>101</b>	1,785.00 Dr		
To <b>TDS on Technical Service</b>		1,785.00	
<i>Cur Bal: 1,785.00 Cr</i>			

### NOTE:-

In Above Entry the TDS is getting calculated at the time of Passing Expense Entry, so no separate entry needs to be done

Also in previous version, The TDS calculated was displayed under Display  Statement of Accounts  TDS outstanding, but now the entire TDS related reports are displayed under Statutory Report.

## Accounting Package - Tally

- b) Paid annual Rent for Land and Building on 01/04/2004 Of Rs. 150000/- to Vikash Agarwal after deducting TDS @ 15% and Education Cess @ 2% on the amount and rest paid to Vikash Agarwal through HDFC (Chq no: 234797) {Ref no: Rent/tds/002}

Payment		No. 7	1-Apr-2004 Thursday	
Particulars		Debit	Credit	
By	Vikash Agarwal <i>Cur Bal: 1,50,000.00 Dr</i>	1,50,000.00		
To	Advance 103 TDS <i>Cur Bal: 22,950.00 Cr</i>	1,50,000.00 Dr	22,950.00	
To	HDFC <i>Cur Bal: 1,30,950.00 Cr</i>		1,27,050.00	

TDS Details						
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	TDS Amount
New Ref	<b>Pymt/7-1</b>	<b>Rent of Land, Building Or Furniture</b>		<b>TDS</b>	1,50,000.00 Dr	22,950.00 Cr
	Income Tax	15 %	On	1,50,000.00 Cr	22,500.00 Cr	
	Surcharge	0 %	On	22,500.00 Cr		
	Education Cess	2 %	On	22,500.00 Cr	450.00 Cr	
	Secondary Education Cess	0 %	On	22,500.00 Cr		

- c) An Advertising Contract for Six years made on 01/04/2004 with Banik Publishing Ltd. (Advertising Contractors) for Rs. 300000/- (which will be paid through six equal installments) and Rs. 50000/- paid as first installment amount through cheque of HDFC (Chq no: 234798) on 01/04/2004 after deducting TDS @ 1%, Surcharge @ 2.5% and Education Cess @ 2% on entire amount (Rs. 300000) {Ref no: Advt/tds/003}

Step 1:- Pass the Advertising Contract entry in Journal, for Expenses incurred

Journal		No. 2	1-Apr-2004 Thursday	
Particulars		Debit	Credit	
By	Advertising Contract <i>Cur Bal: 3,00,000.00 Dr</i>	3,00,000.00		
To	Banik Publishing Ltd <i>Cur Bal: 3,00,000.00 Cr</i> New Ref Advt/tds/003		3,00,000.00	Cr

TDS Details								
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Amount	Payable Amount
New Ref	<b>Jrnl/2-1</b>	<b>Payment to Contractors (Advertisement Contractors)</b>		<b>TDS</b>	3,00,000.00	Cr No		3,00,000.00 Cr
	Income Tax	0 %	On	3,00,000.00 Cr				
	Surcharge	0 %	On					
	Education Cess	0 %	On					
	Secondary Education Cess	0 %	On					

## Accounting Package - Tally

Step 2:- Deduct the TDS from the expenses booked i.e Advertising Contract  
F7 (Journal Entry) Press Alt + S for TDS deduction

<u>TDS Deductions</u>	
Till Date	: 01-Apr-2004
Party	: Banik Publishing Ltd
Nature of Payment	: Payment to Contractors (Advertisement Contractors)

Account : **Banik Publishing Ltd**

Cur Bal: 2,96,863.00 Cr

Particulars	Amount
<b>TDS</b>	<b>3,137.00</b>
Cur Bal: 19,813.00 Cr	
Agst Ref <b>Jrnl / 2-1</b>	<b>3,137.00 Cr</b>
Income Tax 1 % On 3,00,000.00 Cr	3,000.00 Cr
Surcharge 2.50 % On 3,000.00 Cr	75.00 Cr
Education Cess 2 % On 3,075.00 Cr	62.00 Cr
Secondary Education Cess 0 % On 3,075.00 Cr	
Narration:	<b>3,137.00</b>

NOTE:- The bill selection details should be against reference, this will deduct 3137/- amount from Banik Publishing Ltd.

- d) Check TDS payable report through GOT  Display  Statutory Reports  TDS Payable. {It will display pending amount = Rs. 27872/-}
- e) Paid entire TDS payable amount for the month of April on 02/04/2004 through (Chq no: 234799).

<b>Payment</b>	No. 8	2-Apr-2004 Friday
Particulars	Debit	Credit
By <b>TDS</b> Cur Bal: 1,785.00 Dr	27,872.00	

The Entry needs to be passed in payment voucher, and from the LIST select TDS only, and automatically it will be displaying the TDS Details, and to be paid part.

TDS Details			
Type of Ref	Name	Nature of Payment	Paid Amount
Agst Ref	<b>Jrnl / 1-1</b>	Fees for Professional Or Technical Services	<b>1,785.00 Cr</b>
	Income Tax	1,750.00 Dr	
	Surcharge		
	Education Cess	35.00 Dr	
	Secondary Education Cess		
Agst Ref	<b>Jrnl / 2-1</b>	Payment to Contractors (Advertisement Contractors)	<b>3,137.00 Cr</b>
	Income Tax	3,000.00 Dr	
	Surcharge	75.00 Dr	
	Education Cess	62.00 Dr	
	Secondary Education Cess		
Agst Ref	<b>Pymt / 7-1</b>	<b>Rent of Land, Building Or Furniture</b>	<b>22,950.00 Cr</b>
	Income Tax	22,500.00 Dr	
	Surcharge		
	Education Cess	450.00 Dr	
	Secondary Education Cess		

□ End of List

## Accounting Package - Tally

Payment		No. 8	2-Apr-2004
			Friday
Particulars	Debit	Credit	
By TDS	27,872.00		
<i>Cur Bal: 1,785.00 Dr</i>			
To HDFC		27,872.00	
<i>Cur Bal: 1,58,822.00 Cr</i>			

NOTE: - Also the cheque details can be inserted, while passing entry, so these details will be there in challan printing option.

Hint: - Use Print Preview of Cheque Printing and check TDS challan. Press Alt + Z to Zoom/enlarge the report.

In Tally erp Statutory Report generate all the details regarding the forms and all other reports.

## Lab Assignment No. 6:- (TDS)

Create a Company, for year 2009-2010 Enabling TDS features from F11

### Example 1:-

The expense of Rs. 25000/- is booked for Professional Services, and payment is made to the party "Computronics Pvt. Ltd.", (**Deductee type:- Individual/HUF – Resident**) deducting TDS.

### Solution:-

**Step 1:-** Pass the Expense entry in F7 (Journal) Deducting TDS at the time of booking Expense

*Note:- Create Professional Service under Indirect Expense (Mark Default payment Fees for Professional Or Technical Services)*

### Example 2:-

The advance payment done to party Raghav & Co. (**Deductee type:- Association of Persons**) of Rs. 23000/- for Advertisement Contract, TDS deducted on the Same

### Solution:-

**Step 1:-** Pass the entry in payment voucher (F5) deducting TDS at the time of payment.

*Note:- Advertisement in Indirect Expenses Nature of Payment:- Payment to Contractors (Advt. Contract)*

### Example 3:-

Expense of Rs. 122000/- incurred for Rent on Land & Building, to be paid to Mr. "Bhateja Consultants" (**Deductee type:- Body of Individual**), deducting TDS

### Solution:-

**Step 1:-** Pass the Expense entry in F7 (Journal) making **TDS Deduct Now** option as a **NO** while selection.

**Step 2:-** Deduct TDS by using **Alt + S** option in Journal Voucher

### TDS Payment:- (Total TDS to be paid :- 27944/-)

Check the TDS amount to be paid from Statutory Report, and make the payment for TDS

## Assignment No. 8:- TCS (Tax Collected at Source) & Service Tax

Tax has to be collected at source by the seller, while debiting the amount payable by the buyer to buyer's account (or) at the time of receipt of such amount from the buyer in cash or by issue of cheque / draft or by any other mode, whichever is earlier. The rate of tax should be applied as a percentage on the purchase price. Within 10 days from the date of debit or receipt of the amount, the person collecting tax should issue a certificate of tax collected. The Certificate shall be in Form No.27D.

1. Open Previous TDS Company Created (Alter to Account with Inventory) (**Change the period to 2005-2006 at gateway of tally**)
2. Press F11  F3  Enable TCS (Yes)  
 Set/Alter TCS details (Yes)

### Creation of TCS Ledger A/c

For TCS you create the TCS Ledger A/c on which the tax has been collected. At TCS Ledger creation screen enter the following details :

- |                        |   |                   |
|------------------------|---|-------------------|
| a. Name                | : | TCS on Scrap Sale |
| b. Under               | : | Duties & Taxes    |
| c. Type of Duty/Tax    | : | TCS               |
| d. Nature of Goods...  | : | Scrap             |
| e. Inventory Values... | : | No                |

### Creation of Party Ledger A/c

You must create the Party Ledger from whom TCS is collected. At the Party Ledger creation screen enter the following details :

- |                                    |   |                     |
|------------------------------------|---|---------------------|
| a. Name                            | : | Roy Enterprises     |
| b. Under                           | : | Sundry Debtors      |
| c. Maintain balance...             | : | Yes                 |
| d. Inventory Values...             | : | No                  |
| e. Is TCS Applicable               | : | Yes                 |
| Buyer/Lessee                       | : | Body of Individuals |
| Is Lower /No Collection Applicable | ? | No                  |
| Ignore Surcharge Exemption Limit   | ? | Yes                 |

(Note:- (1) Select the Buyer / Lessee Type from the list. (2) Is Lower /No Collection Applicable : If this field is set to Yes then the exemption is applicable.)

### Creation of Sales Ledger

- |                        |   |               |
|------------------------|---|---------------|
| a. Name                | : | Scrap Sales   |
| b. Under               | : | Sales Account |
| c. Inventory Values... | : | Yes           |

## Accounting Package - Tally

### Creation of Stock Item

- a. Name : Scrap
- b. TCS Nature of Goods : Scrap
- c. Under : Primary
- d. Units : Ton

Pass the following entries for TCS

1. Sold scrap 10 tons at 1200/- to Roy Enterprises on 2/4/05

**Entry to be passed in Sales invoice mode.**

2. Received total amount from Roy Enterprises on 1/5/2005, after deducting 3.5% discount by cheque.
3. Paid TCS by cheque on 2/5/05

(Note:- Use TCS helper for calculating TCS amount)

### TCS Report

Display > Statutory Report > TCS Report

There are three types of Statutory Reports 1) Print Form 27D. 2) Print Form 27B. 3) ETCS Forms.

## Service Tax (for the year 2009-10) (Change the period for the company)

As Sales Tax is an indirect Tax on goods sold, Service Tax is indirect Tax on Services provided. Service Tax is paid by buyer of service to seller of service, who in turn, deposits the tax with government.

Activation of Service Tax in a Company

Click F11: button & set **YES** at "Enable Service Tax", also set **YES** at "Set / Alter Service Tax Details" under Statutory & Taxation Features.

<u>Company Service Tax Details</u>			
Service Tax Registration No.	: <b>AA878399TDS</b>	<u>Division</u>	
Date of Registration	: <b>1-Apr-2005</b>	Code	: <b>Mum7833</b>
Assessee Code	: <b>IRKCF789378</b>	Name	: <b>Mumbai</b>
		<u>Range</u>	
Premises Code No.	: <b>1548787</b>	Code	: <b>Div7938</b>
Type of Organisation	: <b>Registered Private Ltd Company</b>	Name	: <b>Mumbai</b>
		<u>Commissionerate</u>	
Is Large Tax Payer	? <b>Yes</b>	Code	: <b>62897849</b>
Large Tax Payer Unit	: <b>Jayanagar</b>	Name	: <b>Mr. Nitin Roy</b>

## Accounting Package - Tally

### Creation of Ledgers for Service Tax

#### 1. M/s Roy Trading

- a) Under : Sundry Debtors
- b) Maintain Balance .... : Yes
- c) Is Service Tax applicable : Yes
- Type of Classification : Not Applicable

#### 2. M/s Biswas Bros.

- a) Under : Sundry Creditors
- b) Maintain Balance... : Yes
- c) Is Service Tax Applicable : Yes
- Type of Classification : Not Applicable

### Service Category Profile

Gateway of Tally > Display > Statutory Info > Service Categories > Business Auxiliary.

Ledgers Creation

#### 4. Service Income

- a. Under : Sales Account
- b. Is Service Tax Applicable : Yes
- Category Name : Business Auxiliary

#### 4. Service Charge

- a. Under : Purchase Account
- b. Is Service Tax Applicable : Yes
- Category Name : Business Auxiliary

#### 5. Service Tax (Purchase)

- a. Under : Duties & Taxes
- b. Type of Duty/Tax : Service Tax
- Category Name : Business Auxiliary

#### 6. Service Tax (Sales)

- a. Under : Duties & Taxes
- b. Type of Duty/Tax : Service Tax
- Category Name : Business Auxiliary

**Pass necessary Voucher entries:- (Purchase & Sales entry pass in Account invoice mode)**

- 1) Service given to M/s Roy Trading, on which the service tax is levied, the amount is Rs. 1500/-
- 2) Received Rs. 1000/- from M/s Roy Trading, in form of Cheque.
- 3) Service taken from M/s Biswas Bros. of Rs. 1000/- (Entry in purchase Voucher)
- 4) Paid Rs. 800/- to Biswas Bros in form of Cheque.

## Accounting Package - Tally

### Input Service Tax

We have discussed Service Tax in sales voucher for services provided and deposit of proportionate tax on receipt of payment against service bills.

Some organization also buys services paying service tax . If the service is bought to render the service sold , then the service tax paid on services purchased (called Input Credit) may be adjusted from the service rendered .

To see the amount of Input Credit available which can be adjust , follow this steps

Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Input Credit form .

Adjustment of Input Credit and Payment of Balance Service Tax

Gateway of Tally > Accounting Voucher > F5 (Payment) on **1-5-2009**

<b>Payment</b>		No. 2	1-May-2009 Friday
Particulars	Debit	Credit	
By <b>Service Tax (Sales)</b>	<b>93.38</b>		
<i>Cur Bal : 61.12 Cr</i>			
To <b>Service Tax (Purchase)</b>		<b>74.71</b>	
<i>Cur Bal : 28.29 Dr</i>			
To <b>HDFC</b>		<b>18.67</b>	
<i>Cur Bal : 18.67 Cr</i>			

<u>Payment Details</u>	
From	: <b>1-Apr 2005</b>
To	: <b>1-May-2005</b>
Challan No.	: <b>123456</b>
Challan Date	: <b>1-May-2005</b>
Bank Name	: <b>HDFC</b>
Cheque/Draft/Pay Order No.	: <b>456789</b>
Cheque Date	: <b>1-May-2005</b>

Challan For Balance Tax Deposit After adjustment of Input Tax , print the TR – 6 Challan to deposit the Tax with the authority . Gateway of Tally > Display > Statutory Reports > Service Tax Reports > TR-6 Challan

## Accounting Package - Tally

### Lab Assignment No. 8.1:- (TCS & Service Tax)

Tax Collected at Source

Gateway of Tally  Click on the F11: B

Set Enable TCS to Yes

Set/Alter Details Yes

<b>Tax Assessment Number</b>	: BLRM00123A
<b>Income Tax Circle/Ward (TCS)</b>	: Wards
<b>Deductor Type</b>	: Others
<b>Name of person responsible</b>	: Mr. Nair
<b>Designation</b>	: Account Manager

Gate of Tally  Accounts Info  Ledgers  Create

**Ledger 1**

<b>Name</b>	: TCS on Timber Leaves
<b>Under</b>	: Duties & Taxes
<b>Type of Duty/Tax</b>	: TCS
<b>Nature of Payment</b>	; Timber obtained under forest lease

**Ledger 2**

<b>Name</b>	: Agarwal Timber Plant
<b>Under</b>	: Sundry Debtors
<b>Maintain balance bill...</b>	? Yes
<b>Is TCS Applicable</b>	; Yes
<b>Deductee Type</b>	: Individula/HUF – Non Resident
<b>Ignore surcharge Exemp...</b>	: Yes

Gateway of Tally:-

**Pass the necessary entries for TCS**

- 1) Sold Timber leaves to Agarwal Timber Plant at Rs. 5,00,000/-, Charged the TCS on same.
- 2) Agarwal Timber paid the amount of 5,00,000/- plus TCS.
- 3) Payment done through bank for TCS collected from Agarwal Timber Plant

## Accounting Package - Tally

### Service Tax

Gateway of Tally  F11  F3

Enable Service Tax Yes

Set/Alter Service Tax Details Yes

<u>Company Service Tax Details</u>			
Service Tax Registration No.	: <b>NNN343801</b>	<u>Division</u>	
Date of Registration	: 1-Apr-2009	Code	: 1234YY78
Assessee Code	: 2ABCD4	Name	: Mumbai
Premises Code No.	: 8523647	<u>Range</u>	
Type of Organisation	: Registered Private Ltd Company	Code	: 123498
Is Large Tax Payer	? Yes	Name	: Mumbai
Large Tax Payer Unit	: Indira Nagar	<u>Commissionerate</u>	
		Code	: 5689023
		Name	: Mr. Sanghvi

### Gateway of Tally

#### Ledger Creations

##### Ledger 1

Name : Management Consultant  
Under : Sales Accounts  
Inventory Values are affected ? Yes  
Is Service Tax Applicable ; Yes  
Category Name : Management Consultant

##### Ledger 2

Name : Purchase Mngmnt Consultant  
Under : Purchase Accounts  
Inventory Values are affected ? Yes  
Is Service Tax Applicable ; Yes  
Category Name : Management Consultant

##### Ledger 3

Name : Bhateja Consultant  
Under : Sundry Creditors  
Maintain Balance Bill by ? Yes  
Is Service Tax Applicable ; Yes  
Exemption Details  Type of Classification  Not Applicable

## Accounting Package - Tally

### Ledger 4

**Name** : Kalka Traders  
**Under** : Sundry Debtors  
**Maintain Balance Bill by** ? Yes  
**Is Service Tax Applicable** ; Yes  
**Exemption Details**  **Type of Classification**  Not Applicable

### Ledger 5

**Name** : Input Serv Tax Mngmt Consultant  
**Under** : Duties & Taxes  
**Type of Duty/Tax** ? Service Tax  
**Category Name** ; Management Consultant

### Ledger 6

**Name** : Output Serv Tax Mngmt Consultant  
**Under** : Duties & Taxes  
**Type of Duty/Tax** ? Service Tax  
**Category Name** ; Management Consultant

### Gateway of Tally

#### Pass the necessary voucher entry for Service Tax

- 1) Purchase services from Bhateja Consultant (Sundry Creditor) worth Rs. 80000/- on 31/7/2009. Pass the entry in purchase voucher with input service tax charged
- 2) Sold on 2/8/2009 service worth Rs. 200000/- to Kalka Traders, pass the entry in sales voucher with Output Vat.
- 3) Received from Kalka the total amount of services sold with service tax on 31/8/2009 through Cheque.

Check the details for Service Tax to be paid in

Gateway of Tally  Display  Statutory report  Service Tax report  Service Tax Payable

- 4) The total service tax paid on 1/9/2009,

#### Print the service tax challan

## Class Room Assignment No. 9:- (Create User & Security Control, Budget)

Create a company by name Roa and company, Use security control option, and tally vault password, Budget Control, Cheque Printing option, Bank reconciliation statement

Using administrative user create following ledgers:-

## Accounting Package - Tally

Ledger	Group	Budget
Capital	Capital account	1000
Purchase	Purchase account	2500
Postage	Indirect expenses	50
Rajkamal	Sundry Creditor	2000
Sales	Sales account	3000
Rahim	Sundry Creditor	300
Suresh	Sundry Debtor	400
Nayak	Sundry Debtor	250
Purchase returns	Purchase account	400

Salary	Indirect expenses	250
Drawings	Capital account	1000
Stationary	Indirect expenses	200
Rent	Indirect expenses	150
Commission	Indirect income	250
Bank of India	Bank Account	125
Office Furniture	Fixed Assets	450
Sales Return	Sales Account	25

Pass the below mention entry in data entry user:-

Particulars	Rs.
1. Roa brought cash as investment in business 1-4-2009	5000
2. Bought goods for cash on 1-4-2009	2,500
3. Paid for postage as on 1-4-2009	10
4. Sold goods, amount received by cheque 1-4-2009	150 (Chq No. 694521)
5. Received commission by cheque 1-4-2009	225 (Chq No. 754213)
6. Bought office furniture for cash 2-4-2009	500
7. Purchased goods from Rajkamal 1-5-2009	2,000
8. Bought goods from Rahim 1-5-2009	400
9. Returned goods to Ralkamal 1-5-2009	200
10. Sold goods to Suresh 2-5-2009	400
11. Sold goods to Nayak 31-5-2009	250
12. Purchased goods for cash 31-5-2009	400
13. Recevied cash from Nayak 31-5-2009	200
14. Paid cash to Rahim 31-5-2009	50
15. Suresh returned goods 31-5-2009	50
16. Cash Deposited into bank 31-5-2009	500

## Accounting Package - Tally

17.	Paid salary by cheque 31-5-2009	150 (Cheque No. 242560)
18.	Sold goods for cash 31-5-2009	500
19.	Rao withdraw cash for his personel use 31-5-2009	800
20.	Paid rent by cheque 31-5-2009	50 (Cheque No. 242561)
21.	Paid for stationery 1-6-2009	100

Use Tally audit feature for checking the ledgers and voucher entries

## Bank Reconciliation Statement

1. Cheque deposited on 01/4/2009, Cheque No. 694521 got cleared on 1-5-2009
2. Commission received cheque deposited on 01/4/2009, Cheque no. 754213 got cleared on 2-5-2009.
3. Rent paid on 31/5/2009 cheque no. 242561 got cleared on 1/6/2009
4. Salary paid on 31/5/2009 cheque no. 242560 got cleared on 2/6/2009

**Please calculate balance as per Bank Amount Rs. 725/- for the month of May 2009.**

## Lab Assignment No. 9.1:- (Create User & Security Contorl, Budget, Separate Discount)

### Haridas and company

1. Started business with cash Rs.10,000, furniture Rs.4,000 and machinery Rs.5,000.
2. Bought goods from Anil on credit Rs. 4,000 and for cash Rs.5,000.
3. Sold goods to Rajesh on credit Rs.5,000 and for cash Rs.3,000.
4. Bought goods from Arun Subject to trade discount of 2% of Rs.2,000.
5. Sold goods to Ramesh subject to trade discount of 5% of Rs.4,000.
6. Paid salary Rs.1,000, printing Rs.150 and wagesrs.100.
7. Received rent Rs.500, commission Rs.400.
9. Sold goods to Ganesh Rs. 1200.
8. Received a cheque from Ganesh Rs.1,000.

Ledger	Group	Budget
Capital	Capital account	8000
Furniture	Fixed asset	3500
Machinery	Fixed asset	4000
Purchase	Purchase account	12000

## Accounting Package - Tally

Anil	Sundry Creditor	3500
Sales	Sales account	15000
Rajesh	Sundry debtor	6000
Arun	Sundry creditor	1750
Ramesh	Sundry debtor	3600
Salary	Indirect expenses	1200
Printing	Indirect expenses	250
Wages	Direct expenses	200
Rent	Indirect expenses	800
Commission	Indirect expenses	1000
Ganesh	Sundry creditor	600
Trade discount	Indirect expenses	300

## Class Room Assignment No. 10:-

### Account With Inventory

Create a Company by name Maganbhai Stationary traders, create a godown Mumbai & Pune.

Create Inventory Items under Stationary Using Standard Rates for stock Items

Inventory Info  Stock Items  **F12 (Allow Std. Rates for Stock Items) Yes**

Stock Items	Under	Units	Std. Rate	Standard Cost	Selling Price
Natraj Pencil	Stationary	Bx.	Yes	30.00	32.00
Natraj Eraser	Stationary	Bx.	Yes	25.00	33.00
Natraj Sharpner	Stationary	Bx.	Yes	35.00	37.00

- a. Purchase order given for the following stationary items to Natraj company (Purchase Order (Alt+F4)), Godown **Mumbai** Order No. **1012**

- i. Natraj Pencil 5000 Bx.
- ii. Natraj Eraser 4500 Bx.
- iii. Natraj Sharpner 3000 Bx.

GOT  Display Menu  Statement of Inventory  Purchase Order Summary  Order (Outstanding)

## Accounting Package - Tally

The above entry been done, i.e its been passed as an order given to the Natraj Company for the stationary items.

- b. Natraj company delivered the following stationary items (Receipt Note (Alt + F9)),  
Godown **Mumbai** Order No. **1012** Tracking No. **B01245**

i. Natraj Pencil	5000 Bx.
ii. Natraj Eraser	4500 Bx.
iii. Natraj Sharpner	3000 Bx.

GOT  Display Menu  Statement of Inventory  Purchase Bills Pending

The above entry been done, where the goods are delivered to godown, but bill is not given i.e pending

GOT  Profit and Loss  Purchase

- c. Following stationary items distributed as a free sample to St. Xaviers School Tracking No. **B01246**

i. Natraj Sharpner	1000 Bx.
ii. Natraj Pencil	1500 Bx.
iii. Natraj Eraser	2000 Bx.

- d. Stationary Items sold to Sonal Depot, Tracking No. **B01247**

	Actual	Billed
i. Natraj Sharpner	250 Bx.	200 Bx.
ii. Natraj Pencil	150 Bx.	100 Bx.
iii. Natraj Eraser	100 Bx.	75 Bx.

- e. The stationary items returned to Natraj Company (Rej Out Alt + F6) Tracking No. **B01245**  
Order No. **1012**

i. Natraj Pencil	150 Bx.
ii. Natraj Eraser	100 Bx.

- f. Following stationary transferred from Mumbai godown to pune godown

i. Natraj Pencil	500 Bx.
ii. Natraj Eraser	450 Bx.
iii. Natraj Sharpner	300 Bx.

## Class Room Assignment No. 11:-

Manufacturing Journal Entry

GOT  Account Info  Voucher type  Create

## Accounting Package - Tally

**Name** : Manufacturing Journal  
**Type of Voucher** : Stock Journal  
**Use as a Manufacturing Journal** : Yes

### Create Units of measurement

No (Number), Mtr (Meters)

### Create Stock Group:- Material

#### Stock Items:-

(1) Cotton piece (Mtr), (2) Buttons (No.),(3) Thread (No.),(4) Niddles (No.),

### Create Stock Group:- Garments

#### Stock Items:-

(5) Shirts (No.) (**Note:-** Use Bill of Material (F12) for creating Shirts requirement)

(Make Alter Components (BoM) ? Yes)

Components of	: <b>Shirts</b>
Unit of manufacture	: <b>1 No.</b>
Item	Quantity
Button	9 No.
Cotton Piece	3 Mtr
Niddles	1 No.
Thread	2 No.

### Pass the necessary entries

- 1) Purchased cotton piece from Raymond shop (F9  Purchase) **Invoice No. 10456**  
Cotton piece                      5000 mtr                      15/- per meter
- 2) Following material purchased from Vandana shop (F9  Purchase) **Invoice No. 10678**  
Buttons                              1000 No.                      0.75/- each  
Thread                                1000 No.                      2.50/- each  
Niddles                                250 No.                        2.50/- each
- 3) Produced 100 No. shirts, (Alt+F7  Manufacturing Journal)  
Also additional cost incurred for producing shirts  
Wages Rs. 5000/-, Electricity Rs. 500/- and Packaging Rs. 2000/-

F11  F2  Use Multiple Price Levels

Company Price Levels : 1) Price costing

GOT  Inventory Info  Price List

Price Level for Shirt (**Garments**)

## Accounting Package - Tally

<25	190/- per shirt
>25 <50	187/- per shirt
>50 <75	175/- per shirt
>75 <100	160/- per shirt
>100	155/- per shirt

### Sales Entries

- 4) 45 shirts sold to Geeta designer.
- 5) 50 shirts sold to Hamid Garments.

## Class Room Assignment No. 12 (Fringe Benefit Tax, ODBC)

### Fringe Benefit Tax

Press F11 (Features)  F3(Statutory)  Enable Fringe Benefit Tax (FBT) (Yes)  
Set/Alter FBT Details (Yes)

Company FBT Assesse Details		
PAN/Income –Tax Number	:	JRS 12535
Assesse Type	:	Associations of Persons
Is Surcharge Applicable	?	Yes
Assesse Category	:	Hotel

#### FBT Assesse Type

Gateway of Tally  Display  Statutory Info  FBT Assesse Type

#### FBT Categories

Gateway of Tally  Display  Statutory Info  FBT Category

### Creation of Ledgers for FBT

#### 1. FBT

- a) Under : Duties and Taxes
- b) Type of Duty/Tax : FBT
- c) Inventory Value.... ? No

#### 2. Supplier

- a) Under : Sundry Creditors
- b) Maintain balance.... ? Yes
- c) Inventory Value... ? No

#### 3. Entertainment

- a) Under : Indirect Expenses
- b) Is FBT Applicable ? Yes

1. FBT Category : Entertainment

## Accounting Package - Tally

### Pass Necessary Voucher Entries

1) Entertainment Expense Rs. 25000/-

Journal No. 1		Voucher Class : ■ Not Applicable			
Particulars	Debit	Credit			
Dr <b>Entertainment</b> <i>Cur Bal : 25,000.00 Dr</i>	25,000.00				
Cr <b>Supplier</b> <i>Cur Bal : 25,000.00 Cr</i>		25,000.00			
	<b>25,000.00</b>	<b>25,000.00</b>			
Narration: Booking Expenses through Journal Entry		<table border="1"> <tr> <td>Accept ?</td> </tr> <tr> <td>Yes or No</td> </tr> </table>		Accept ?	Yes or No
Accept ?					
Yes or No					

2) Payment of FBT for Expenses booked (Use single payment mode, and FBT Helper for calculating Tax)

Alt + F (FBT Helper)

Payment No. 1		FBT Filters	
Account : <b>Axis Bank</b> <i>Cur Bal: 13,654.51 Cr</i>		Type Of Payment : <b>Advance Tax (100)</b>	
		FBT Ledger : <b>FBT</b>	
		From Date : <b>1-4-2009</b>	
		To Date : <b>1-5-2009</b>	
		Challan Details	
		Bank Challan No. :	
		Challan Date : <b>1-5-2009</b>	
		Cheque/DD No : <b>456876</b>	
		Bank Name : <b>Axis Bank</b>	
		BSR Code : <b>458712</b>	
Particulars	Amount		
<b>FBT</b> <i>Cur Bal: 1,700.00 Dr</i>	1,700.00		
Provide Details : <b>Yes</b>			
Narration:	<b>1,700.00</b>		
Ch. No. :			
		Type of Payment	
		<b>Advance Tax (100)</b>	
		Self Assessment Tax (300)	
		Tax On Regular Assessment (400)	
FBT Payment Details			
Type Of Payment	<b>Advance Tax (100)</b>		
From	<b>1-4-2009</b>		
To	<b>1-5-2009</b>		
Challan Details			
Bank Challan No.			
Challan Date	<b>1-5-2009</b>		
Cheque/DD No	<b>456876</b>		
Bank Name	<b>Axis Bank</b>		
BSR Code	<b>458712</b>		

## Accounting Package - Tally

3) Print FBT Challan  Press Print Command after Payment entry of FBT done

### ODBC in Tally

1) Create Debtors & Creditors by following names:-

Name	Under	Address 1	Address 2	Address 3	Pincode	State	Contact No.	Email ID
Lalit Jain	Sundry Creditors	206, Royal Palace	Shiv Datta Society	Kurla West	400070	Maharashtra	9867245124	<a href="mailto:lalit_k@gmail.com">lalit_k@gmail.com</a>
Umesh Mishra	Sundry Debtors	202, Sai Shraddha Apartment	Near Pipeline Road,	Kalyan East	421306	Maharashtra	9868542361	<a href="mailto:umesh@hotmail.com">umesh@hotmail.com</a>
Sameer Zajam	Sundry Creditors	Plot No. 27,	Sector No. 16	Nerul	400707	Maharashtra	25256464	<a href="mailto:sameer.256@yahoo.co.in">sameer.256@yahoo.co.in</a>
Imran Khushal	Sundry Creditors	856, Rachna Garden	Shri Ridhi Sidhi Sankul	Malad	400064	Maharashtra	9856425241	<a href="mailto:imran@rediffmail.com">imran@rediffmail.com</a>
Aarti Kasbe	Sundry Debtors	256, Ram Baug	Krishna Heights	Andheri	400047	Maharashtra	65458574	<a href="mailto:aarti_008@zapak.com">aarti_008@zapak.com</a>
Tajudin Pathan	Sundry Debtors	456, Rukmani Villa	Sagar Palace	Grant Road	400007	Maharashtra	24253674	<a href="mailto:taj@gmail.com">taj@gmail.com</a>
Jasmeet Narang	Sundry Debtors	Gurukripa CHS, 27	Sukh Sagar Complex	Sahar	400099	Maharashtra	9874562341	<a href="mailto:jas_meet@indya.com">jas_meet@indya.com</a>

Using the Data of Tally, create a letter for new product launch by the company and inviting the people for seminar kept by the company using Mail Merge in Ms-Word.

## Accounting Package - Tally

### Class Room Assignment No. 13 (Payroll)

To enable payroll in Tally

Go to **Gateway of Tally > F11: Features > Accounting Features**

<u>Cost/Profit Centres Management</u>	
Maintain Payroll	? <b>Yes</b>
Maintain Cost Centres	? <b>No</b>
Use Cost Centre for Job Costing	? <b>No</b>
More than ONE Payroll / Cost Category	? <b>Yes</b>
Use Pre-defined Cost Centre Allocations during Entry	? <b>No</b>

- Set **Maintain Payroll** to **Yes**
- You can set **More than ONE Payroll / Cost Category** to **Yes** if you wish to process payroll for multi group of Employees.

The Payroll Configuration can be enabled as shown below:

**Gateway of Tally > F12: Configure > Payroll Configuration**

<u>Payroll Configuration</u>	
Show Statutory Details	? <b>Yes</b>
Show Passport & Visa Details	? <b>Yes</b>
Show Contract Details	? <b>Yes</b>
Information in Payment Advice	: Please make the payroll transfer from above account number to the below mentioned account numbers towards employee salaries:

A **Unit** in Tally Payroll is similar to the **Unit of Measure** in Tally's Inventory module. In Payroll, Units are used to facilitate calculation of a Pay Head value based on **Production**, which in turn would be linked to **Units** such as **Time, Work** or **Quantity**.

Go to **Gateway of Tally > Payroll Info. > Unit (Work)**

Gateway of Tally .... Payroll Info. .... <b>Units (Work)</b>	
Create	
Display	
Alter	
Quit	

## Accounting Package - Tally

In the Units Creation screen, select the **Type of unit** from the list. Select the **Symbol** from the list.

A Simple Unit in Tally is a single independent unit and has no relationship with other units, while a Compound Unit refers to two Simple Units having an arithmetical relationship and is not a distinct unit.

Unit Creation	Unit Creation	Unit Creation
Type : <b>Simple</b>	Type : <b>Simple</b>	Type : <b>Simple</b>
Symbol : <b>day</b>	Symbol : <b>Hr</b>	Symbol : <b>Min</b>
Formal Name : Days	Formal Name : Hours	Formal Name : Minutes
Number of Decimal Places : <b>0</b>	Number of Decimal Places : <b>0</b>	Number of Decimal Places : <b>0</b>

In the case of Overtime, whose value is computed based on Overtime Hours put in by an employee, you would need to define Hr – Hours and Min – Minutes as Simple Units and Hr of 60 Min as a Compound Unit and set this unit in Overtime Pay Head.

Unit Creation	ABC Company	
Type : <b>Compound</b>	Current Date Wednesday, 31 May, 2006	
<b>Units with Multiplier Factors</b> (example: Kgs of 1000 gms)	Companies	
First Unit Conversion      Second Unit	Units	
<b>Hr</b> of <b>60</b>	<b>Min</b>	<b>(Minutes)</b>

Unit Creation	Payroll Company	
Type : <b>Compound</b>	Current Date Wednesday, 1 Apr, 2009	
<b>Units with Multiplier Factors</b> (example: Kgs of 1000 gms)	Companies	
First Unit Conversion      Second Unit	Units	
<b>day</b> of <b>8.50</b> <b>Hr</b>	<b>Hr</b>	<b>(Hours)</b>
	Min	<b>(Minutes)</b>

The Attendance / Production type is used to record the attendance and production data. Based on the component (Pay head) structure, you can define multiple attendance / production types.

Examples for attendance / production types are No. of days present or conversely, No. of days Absent and production based such as Hours worked, Number of Pieces produced.

## Accounting Package - Tally

**Attendance/Production Type** is associated with the Pay Head in employee's Pay structure. The variable data is entered in the Attendance voucher for the payroll period.

**Attendance/Production Types** may also be defined in hierarchical groups whereby Types having a common Unit are combined under logical groups.

The **Attendance/Production Type** may be Attendance/leave with pay, Leave without Pay (if salary is to be paid based on number of days attended) **Paid Leave, Unpaid Leave, Absent** and **Production type** which can be based on **Piece Production, Overtime Hours**, and so on.

Go to **Gateway of Tally > Payroll Info. > Attendance/Production Types > Create**

Attendance/Production Type Creation		Pay
Name	: <b>Absent</b>	
(alias)	:	
Under	: <input type="checkbox"/> <b>Primary</b>	
Attendance Type	: <b>Leave Without Pay</b>	<b>Accept ?</b> Yes or No
Period Type	: <b>Days</b>	

Attendance/Production Type Creation		Pay
Name	: <b>Overtime</b>	
(alias)	:	
Under	: <input type="checkbox"/> <b>Primary</b>	
Attendance Type	: <b>Attendance / Leave with Pay</b>	<b>Accept ?</b> Yes or No
Period Type	: <b>Days</b>	

Tally allows you to set up default (common) information for employees. An Employee Group allows you to group employees in a logical manner.

The Salary structure can be defined at the Employee Group level. Referring to this Group as a template and changing accordingly will ease building all your employee records on it.

For example, by department or function such as Production, Sales, Administration and so on, or by designation such as Managers, Supervisors, Workers and so on.

## Accounting Package - Tally

To create **Sales** as an **Employee Group**,

Go to **Gateway of Tally> Payroll Info.> Employee Groups> Create (Single Group)**

### Creating Multiple Employee Groups

You can create multiple Employee Groups in this mode.

Go to **Gateway of Tally> Payroll Info.> Employees> Create** (under Multiple Groups)

The **Multi Employee Group Creation** screen displays.

Employee Group Creation	
Category	: Primary Cost Category
Name (alias)	: Back Office
Under	: <input type="checkbox"/> Primary
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Accept ?</b>                      Yes or No                 </div>	

Multi Employee Group Creation		Payroll Company	
Under Employee Group : <input type="checkbox"/> All Items			
S.No.	Category	Name of Employee Group	Under
1.	Primary Cost Category	<b>Front Office</b>	<input type="checkbox"/> Primary
2.	Primary Cost Category	<b>Accounts</b>	<input type="checkbox"/> Primary
3.	Primary Cost Category	<b>HR</b>	<input type="checkbox"/> Primary
4.	Primary Cost Category	<b>Operations</b>	<input type="checkbox"/> Primary

The Employee Creation screen allows you to enter basic setup information that applies to the employees. Enter General Information, Payment Details and Passport & Visa Details.

### Creating Single Employee

To create an **Employee** under the Employee group, Back Office:

Employee Creation		Payroll Company		Ctrl + M		
Category	: Primary Cost Category					
Name (alias)	: Bhavinkumar J Kalyani					
Under	: Back Office ( <input type="checkbox"/> Primary)					
Date of Joining	: 1-Apr-2006					
<b>General Info</b>		<b>Payment Details</b>		<b>Passport &amp; Visa Details</b>		
Employee Number	: SACL0138	Bank Name	: Axis Bank	Passport Number	: ES7983993	
Designation	: Tech Co-Ordinator	Branch	: Malad	Country of Issue	: India	
Function	: Course Coordination	Bank A/c Number	: 10108088056423	Passport Expiry Date	: 1-Dec-2012	
Location	: Head Office	<b>Statutory Details</b>		Visa Number	: S09878WD	
Gender	: Male	Employee I.T. PAN	: AN89389PP	Visa Expiry Date	: 1-Dec-2011	
Date of Birth	: 1-Nov-1985	PF Account Number	: KA893903/14	<b>Contract Details</b>		
Blood Group	: a+	ESI Number	: ES1783839	Work Permit Number	: SE00783	
Father / Mother Name	: Jayant				Contract Start Date	: 1-Apr-2006
Address	: B-201, Lok Everest, Mulund West Mumbai				Contract Expiry Date	: 1-Apr-2010
Contact Numbers	: 9324407456				<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Accept ?</b>                      Yes or No                 </div>	
E-Mail ID	: bhavin@saintangelos.com					

Similarly create employees under different employee groups:-

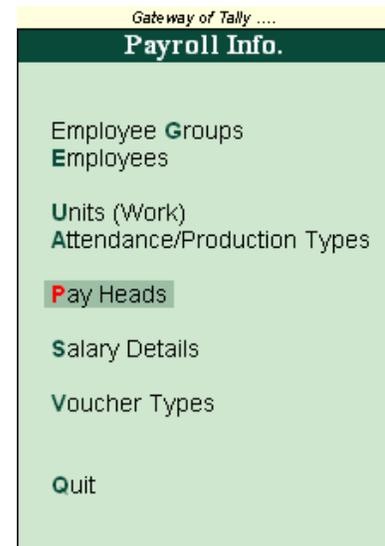
## Accounting Package - Tally

The Payroll Info. allows you to set up the employee defaults and standard payroll information with common payroll fields used for calculating earning and deductions.

Go to **Gateway of Tally > Payroll Info.**

To create an Earning Pay Head, **Basic Salary**, under **Indirect Expenses**:

Go to **Gateway of Tally> Payroll Info. > Pay Heads> Create**  
**1) Basic Salary**



Pay Head Creation		ABC Company
Name : <b>Basic Salary</b>		<u>Total Op. Bal.</u>
(alias) :		
<p style="text-align: center;"><u>Pay Head Info</u></p> <p>Pay Head Type : <b>Earnings for Employees</b>            Under : <b>Indirect Expenses</b></p> <p>Affect Net Salary ? <b>Yes</b>            Name to appear in Payslip : <b>Basic Salary</b></p> <p>Use for Gratuity ? <b>No</b>            Calculation Type : <b>On Attendance</b>            Attendance / Leave with Pay : <b>Not Applicable</b>            Leave without Pay : <b>Absent</b></p> <p>Calculation Period : <b>Months</b>            Per Day Calculation Basis : <b>As Per Calendar Period</b></p>		
<p style="text-align: center;"><u>Rounding Info</u></p> <p>Rounding Method : <b>Not Applicable</b></p>		
Opening Balance ( on 1-Apr-2006) :		<b>Accept ?</b> Yes or No

## Accounting Package - Tally

Similarly create other pay heads:-

### 2) House Rent Allowance:-

Pay Head Type : Earnings for Employees  
 Under : Indirect Expenses  
 Affect Net Salary ? Yes  
 Name to appear in pay slip : House Rent Allowance  
 Use for Gratuity ? No  
 Calculation Type : As Computed Value  
 Calculation Period : Months

Computation Info

<u>Computation Info</u>				
Compute : <b>On Specified Formula</b>				
Specified Formula : <i>Basic Salary</i>				
Effective From	From Amount	Amount Upto	Slab Type	Value Basis
1-Apr-2009		2,000.00	Percentage	15 %
	2,000.00	3,000.00	Percentage	18 %
	3,000.00	4,000.00	Percentage	20 %
	4,000.00	5,000.00	Percentage	22 %
	5,000.00		Percentage	25 %

### 3) Dearness Allowance:-

Pay Head Type : Earnings for Employees  
 Under : Indirect Expenses  
 Affect Net Salary ? Yes  
 Name to appear in pay slip : Dearness Allowance  
 Use for Gratuity ? No  
 Calculation Type : As Computed Value  
 Calculation Period : Months

Computation Info :

<u>Computation Info</u>				
Compute : <b>On Specified Formula</b>				
Specified Formula : <i>Basic Salary</i>				
Effective From	From Amount	Amount Upto	Slab Type	Value Basis
1-Apr-2009		2,000.00	Value	750
	2,000.00	3,000.00	Value	1,000
	3,000.00	4,000.00	Value	1,250
	4,000.00	5,000.00	Value	1,400
	5,000.00		Value	1,800

### 4) Conveyance:-

Pay Head Type : Earnings for Employees  
 Under : Indirect Expenses  
 Affect Net Salary ? Yes  
 Name to appear in pay slip : Conveyance  
 Use for Gratuity ? No

## Accounting Package - Tally

Calculation Type : On Attendance  
 Attendance/Leave with Pay : Not Applicable  
 Leave without Pay : Absent

Calculation Period : Months  
 Per Day Calculation Basis : As per Calendar Period

### 5) Medical Allowance:-

Pay Head Type : Earnings for Employees  
 Under : Indirect Expenses  
 Affect Net Salary ? Yes  
 Name to appear in pay slip : Medical Allowance  
 Use for Gratuity ? No  
 Calculation Type : On Attendance  
 Attendance/Leave with Pay : Not Applicable  
 Leave without Pay : Absent

Calculation Period : Months  
 Per Day Calculation Basis : As per Calendar Period

### 6) Employee PF:-

Pay Head Type : Deductions from Employees  
 Under : Current Liabilities  
 Affect Net Salary ? Yes  
 Name to appear in pay slip : Employee PF

Calculation Type : As Computed Value  
 Calculation Period : Months

Computation Info :

<u>Computation Info</u>				
Compute		: <b>On Specified Formula</b>		
Specified Formula		: <i>Basic Salary + Dearness Allowance</i>		
Effective From	From Amount	Amount Upto	Slab Type	Value Basis
1-Apr-2009		3,000.00	Percentage	15 %
	3,000.00	4,000.00	Percentage	18 %
	4,000.00	5,000.00	Percentage	22 %
	5,000.00		Percentage	25 %

### 7) Other Allowance:-

Pay Head Type : Earnings for Employees  
 Under : Indirect Expenses  
 Affect Net Salary ? Yes  
 Name to appear in pay slip : Other Allowance  
 Use for Gratuity ? No  
 Calculation Type : Flat Rate  
 Calculation Period : Months

## Accounting Package - Tally

### 8) Professional Tax:-

Pay Head Type	:	Employee's Statutory Deductions
Under	:	Current Liabilities
Affect Net Salary	?	Yes
Name to appear in pay slip	:	Professional Tax
Calculation Type	:	As Computed Value
Calculation Period	:	Months

Computation Info:-

Computation Info				
Compute : On Current Earnings Total				
Effective From	From Amount	Amount Upto	Slab Type	Value Basis
1-Apr-2009		2,000.00	Value	0
	2,000.00	3,000.00	Value	60
	3,000.00	4,000.00	Value	100
	4,000.00	5,000.00	Value	150
	5,000.00		Value	200

Salary Details is used to define a Pay Structure to an Employee or to an Employee Group to speed up the entry of Individual Employee's Pay Structure.

Select the basic Pay Heads that applies most for your employees and create as an Employee Group. However, it is not compulsory for all employees to have the same compensation structures as of the Employee Group. If required, a Pay Head element or its value may be added, deleted or altered at Individual Employee level.

**Note:** If the slab rate is not defined in the PayHead then you will get the full value

To create **Salary Details for an Employee Group**, for example:

Go to **Gateway of Tally > Payroll Info. > Salary Details > Create > Select Back Office from the List of Employees/Group**

Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2009	Basic Salary	3000.00		Earnings for Employees	On Attendance	Basic Salary
	Conveyance	1000.00	Months	Earnings for Employees	On Attendance	
	Dearness Allowance			Earnings for Employees	As Computed Value	Basic Salary + Dearness Allowance
	Employee PF			Deductions From Employees	As Computed Value	
	House Rent Allowance			Earnings for Employees	As Computed Value	Basic Salary
	Medical Allowance	1250.00	Months	Earnings for Employees	On Attendance	
	Other Allowance	700.00	Months	Earnings for Employees	Flat Rate	On Current Earnings Total
	Professional Tax			Employees' Statutory Deductions	As Computed Value	

Copy the Salary Details created for Back office to Individual Employee

## Accounting Package - Tally

Go to **Gateway of Tally > Payroll Info. > Salary Details > Create > Select Employee from the List of Employees/Group**

Name : **Bhavinkumar**  
 Under : **Back Office**  
           ( Primary)

**Salary Details**

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
		Start Type				
1-Apr-2009		Copy From Parent Value				
		Start Afresh				

The Similar Salary details will be copied to the Employee from the list.

### Salary Details Configuration

Go to **Gateway of Tally > Payroll Info. > Salary Details > Alter > Select Employee/ Employee Group from the List of Employees/Group > F12: Configure**

**Salary Details Configuration**

Allow to Override Slab Percentage    ? **Yes**  
 Show Pay Head Type                    ? **Yes**  
 Show Calculation Type                 ? **Yes**  
 Show Computed On                      ? **Yes**

#### Allow to Override Slab Percentage

Set **Allow to Override Slab Percentage** to **No** to prevent changes made to Slab Percentages. If you set it to **Yes**, you can override the percentages already defined.

E.g. If you have defined Slab Rate for HRA as 40% in the Pay Head level, and if you wish to change the Slab Rate percentage in the Salary details screen. Set **Allow to Override Slab Percentage** to **Yes** in Salary details configuration screen and Tally will allow you to Override the percentage e.g. to 50% and so on... (Metro Cities & Non Metro Cities).

### Passing the payroll entries in Tally

**Gateway of Tally > Payroll Voucher**

#### Auto Fill Entries

##### 1) Entry of no. of days staff absent in may month

Date:- 31<sup>st</sup> May

Ctrl + F5:- Attendance (F5)  Attd Auto Fill (A)

Employee Filters		
Cost Category	:	<b>Primary Cost Category</b>
Employee/Group	:	<b>Back Office</b>
Auto Fill Values		
Attendance/Production Type	:	<input type="checkbox"/>
List of Attendance/Production Types		
<b>Absent</b>	<input type="checkbox"/>	<b>Primary</b> <i>Days</i>
Overtime	<input type="checkbox"/>	<b>Primary</b> <i>Days</i>

## Accounting Package - Tally

<b>Attendance</b> No. 1		31-May-2009 Sunday	
<b>Employee Name</b>	<b>Attendance/Production Type</b>	<b>Value</b>	<b>Unit</b>
Bhavinkumar	Absent	Cur Bal: 2 Days	2 Days

### 2) Entry of payroll for may month

Date:- 31<sup>st</sup> May

Ctrl + F4:- Attendance (F4)  Attd Auto Fill (A)

Employee Filters		List of Ledger Accounts	
From (blank for beginning)	: 1-5-2009		
To (blank for end)	: 31-5-2009		
Cost Category	: Primary Cost Category		
Employee/Group	: Back Office		
Payroll Ledger	: <input type="text"/>	Axis Bank	
		Cash	

Payroll Voucher Creation		Payroll Company		Ctrl + M <input checked="" type="checkbox"/>	
<b>Payroll</b> No. 1				31-May-2009 Sunday	
Account: <b>Axis Bank</b> Cur Bal: 6,231.28 Cr					
Particulars					Amount
<b>Primary Cost Category</b>					<b>6,231.28 Dr</b>
<b>Bhavinkumar</b>					<b>6,231.28 Dr</b>
Basic Salary	2,806.45	Dr	Cur Bal :	2,806.45	Dr
Conveyance	935.48	Dr	Cur Bal :	935.48	Dr
Dearness Allowance	1,000.00	Dr	Cur Bal :	1,000.00	Dr
Employee PF	685.16	Cr	Cur Bal :	685.16	Cr
House Rent Allowance	505.16	Dr	Cur Bal :	505.16	Dr
Medical Allowance	1,169.35	Dr	Cur Bal :	1,169.35	Dr
Other Allowance	700.00	Dr	Cur Bal :	700.00	Dr
Professional Tax	200.00	Cr	Cur Bal :	200.00	Cr

Similarly the entry can be done by manually, so report won't get generated automatically, the data needs to be feed manually.

# Accounting Package - Tally

Payslip can be seen

Gateway of Tally>Display Menu>Payroll Report>Statement of Payroll>Pay slip

Attendance Details		Value	
Absent		2 Days	

Earnings	Amount	Deductions	Amount
Basic Salary	2,806.45	Employee PF	685.16
Conveyance	935.48	Professional Tax	200.00
Dearness Allowance	1,000.00		
House Rent Allowance	505.16		
Medical Allowance	1,169.35		
Other Allowance	700.00		
<b>Total Earnings</b>	<b>7,116.44</b>	<b>Total Deductions</b>	<b>885.16</b>
		<b>Nett Amount</b>	<b>6,231.28</b>

# Class Room Assignment No. 14 (Excise for Manufacturer)

### Excise Duty

- Excise Duty or Duty on Excise is a tax on goods manufactured or produced in India and intended for domestic consumption i.e. sale in India.
- The Excise Duty is payable at the time of production or manufacture, however, for administrative convenience duty is paid at the time of removal of goods.
- Excise Duty is an indirect tax.
- The liability of payment of Excise Duty is of manufacturers or producers (which is passed on to the ultimate consumer).
- The levy and collection of duty of Excise is provided under authority of the Central Excise Act, 1944 at the rates specified Central Excise Tariff Act, 1985.

### Scope and Applicability

***Excise Duty can be levied, only on the fulfilment of the below mentioned conditions...***

- The Duty is on Goods.
- The Goods must be excisable.
- The goods must be manufactured or produced.
- Manufacture and Production must be in India.

### Manufacturer

Manufacturer is a person who actually manufactures or produces excisable goods, i.e. one that actually brings into existence new and identifiable product.

### Excisable Goods

- Excisable Goods means goods specified in the schedule to the Central Excise Tariff Act, 1985 as being subject to a duty of Excise.

***The Basic requirements to be satisfied are :***

- Goods must be movable.
- Goods must be marketable i.e. the goods must be such that it is known in the market and is capable of being bought or sold.

### Valuation Methods

- Value of the excisable goods has to be necessarily determined to levy the duty on the goods.
- Under the Central Excise Act, 1944, the following methods of valuation of goods are considered for the assessment of Duty...

#### Valuation Methods 1. Ad valorem/ Transaction Value:

- Transaction value means the value of goods which are sold at the time and place of removal and includes in addition to the amount charged as price, any amount that the buyer is liable to pay to, including any amount charged for, or to make provision for, advertising or publicity, marketing and selling, organization expenses, storage, outward handling, servicing, warranty, commission or any other matter.

#### Valuation Methods 2. Ad Quantum:

- In case of Ad Quantum the duty is payable on the basis of certain unit Like Weight, Length, volume etc.

## Accounting Package - Tally

- For Example: Duty on cigarette is payable on the basis of length of the cigarette, duty on Sugar is based on per Kg.

### Valuation Methods ~~→~~ 3. Value determined on the basis of M R P:

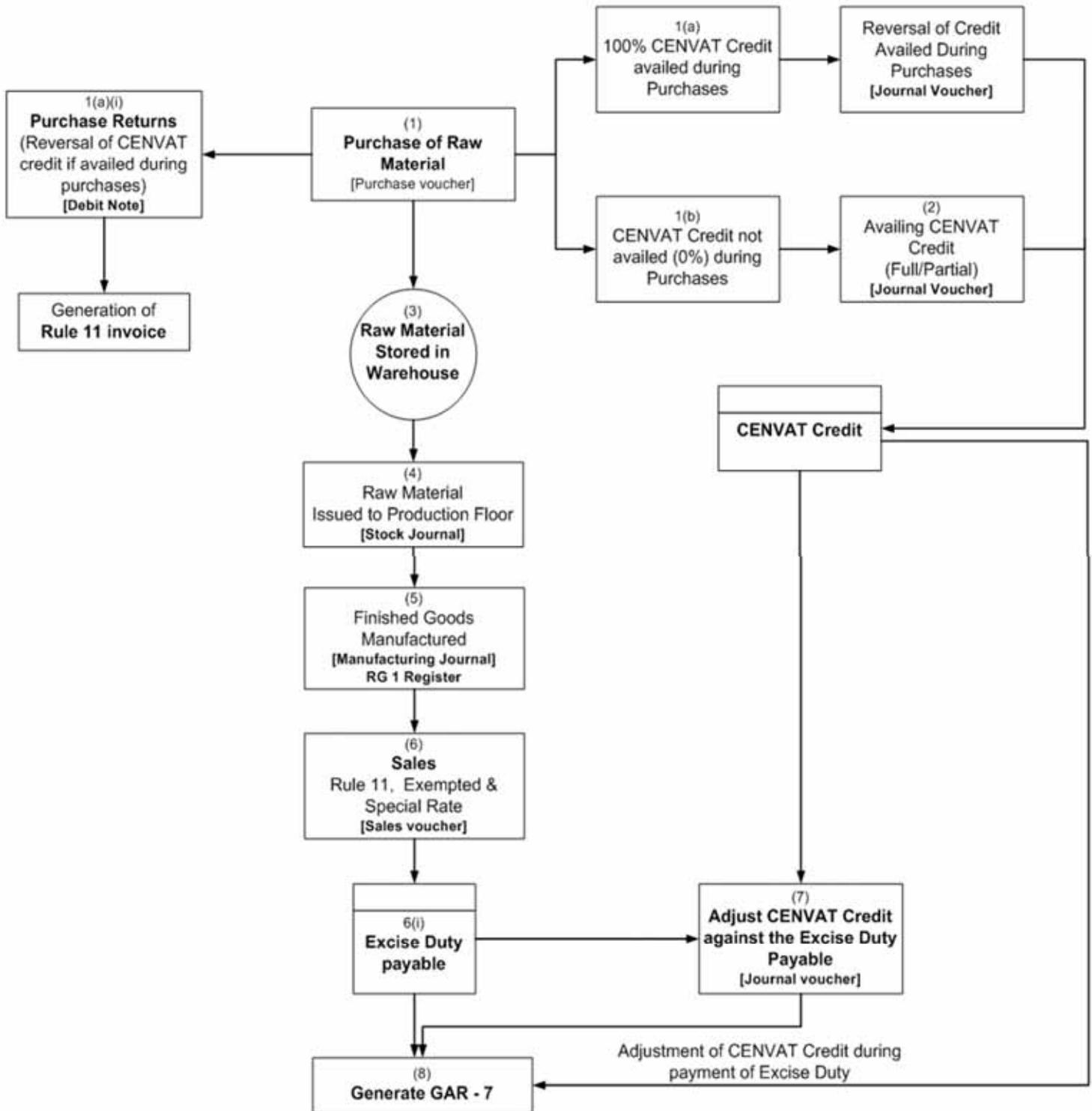
- Retail sale price means the maximum price at which the excisable goods in packaged form may be sold to the ultimate consumer and includes all taxes local or otherwise, freight, transport charges, commission payable to dealers, and all charges towards advertisement, delivery, packing, forwarding and the like, as the case may be, and the price is the sole consideration for such sale.

### Salient Features of Excise in Tally.ERP

- Simple and user-friendly
- Quick and easy to set up and use
- Allows Multiple Excise Registration (Manufacturer & Dealer) in Single Company
- Create Tariff (HSN) / Commodity Code
- Flexibility to have separate Unit of Measures for recording transactions and excise reporting
- Item wise Valuation Methods (Valorem, Quantum, MRP)
- Maintain Rule 11 Excise Invoice
- Can apportion Expense / Income ledger value to calculate Assessable Value
- Item wise Duty calculation for different Valuation Methods in single invoice
- Generate Rule 11 invoice for Purchase Returns
- Record Exempt, Export & Special Rate transactions
- Avail Full / Partial CENVAT Credit on Inputs and Capital Goods/ Service Tax towards Duty payable
- Reversal of CENVAT Credit
- Print G.A.R. -7 Challan
- Maintain Invoice Register
- Maintain RG -1 register
- Generate CENVAT Credit Register
- Generate ER-1 & ER-3 returns
- Maintain PLA Register
- Excise Computation Report

# Accounting Package - Tally

## Excise Process in Tally.ERP



# Accounting Package - Tally

Create a Company for the year 2009,

## Enabling Excise in Tally.ERP

Enable Excise ? Yes  
 Set/Alter Excise Details ? **Yes**  
 (Note : 'Enable Maintain Multiple Godowns' for Multiple Excise Units)

### Details Excise Manufacturer Excise Registration Details

Registration Type : **Manufacturer**  
 Address : 601, Nariman Point  
 Sector 17,  
 Mumbai  
 PIN Code : **400001**  
 Telephone No. : **022-30943201**

### Excise Details (Manufacturer Unit)

Unit Mailing Name : **Excise Manufacturer**  
 (Will be used in all Excise Reports)  
 Excise Registration (ECC) No. : **AAPCA2149RXM001**  
 Date of Registration : **1-Apr-2009**  
 Type of Manufacturer : **Regular**  
 Large Tax payer Unit (LTU) Code :  
 Excise Book Name (as per Rule 11) :  **New Number**

Serial Number Alteration (Secondary)			Excise Manufacturer		
Name (alias)	: <b>Excise/Rule11/Book1/09-10</b>		09-10 Denotes the financial year		
Method of Numbering	? <b>Automatic (Manual Override)</b>				
Prevent Duplicates	? <b>Yes</b>				
Starting Number	? <b>1</b>				
Width of Numerical Part	:				
Pre-fill with ZERO	? <b>No</b>				
Restart Numbering		Prefix Details		Suffix Details	
Applicable From	Starting Number	Particulars	Applicable From	Particulars	Applicable From
<b>1-Apr-2009</b>	<b>1</b>	<b>Yearly</b>	<b>1-Apr-2009</b>		<b>1-Apr-2009</b>

Excise- Denotes Company Name

Rule 11:- Denotes that invoice book is maintained as per Rule 11 of Central Excise Rules, of 2002

Book 1:- Stands for Book Number, which is allowed for current financial year.

## Accounting Package - Tally

Other Details		
Range	Division	Commissionerate
Code : 090308	Code : 0903	Code : 09
Name : Nirman Kendra	Name : Division III	Name : Mumbai I
Address : 6th Floor, A Wing, Kendriya Sadan, Adyar, Mumbai	Address : 7th Floor, C Wing, Kendriya Sadan, Adyar, Mumbai	Address : P. B No 5400, Tara Tower, A Side, Mumbai

### Also Enable the VAT details from F11 Statutory & Taxation

Enable Value Added Tax (VAT) ? **Yes**  
 Set/Alter VAT Details ? **Yes**

VAT Details	
State	: <b>Maharashtra</b>
Type of Dealer	? <b>Regular</b>
Regular VAT Applicable From	: <b>1-4-2009</b>
Additional Information	
Return Code	: <b>S068333</b>
STO Address	: <b>01-Mazgaon</b>
Authorised Person	: <b>Mr. Arun Apradhi</b>
Status / Designation	: <b>Account Manager</b>
Place	: <b>Mumbai</b>

### Gateway of Tally:-

**Ledger Creation**  
 (Gateway of Tally)  Account Info  Ledger

The Ledger Created is an Customer Ledger

Ledger Creation		Excise Manufacturer	
Name	: Universal Distributors		
(alias)	:		
Under	: <b>Sundry Debtors</b> (Current Assets)	<b>Mailing Details</b>	
Maintain balances bill-by-bill	? <b>Yes</b>	Name	: Universal Distributors
Default Credit Period	:	Address	: No 54, Jai Bharat Industries Area Lok Niwas, Mumbai
Inventory values are affected	? <b>No</b>	State	: Maharashtra
		PIN Code	:
		<b>Tax Information</b>	
		PAN / IT No.	: AACCL0054C
		Set/Alter VAT Details	? <b>Yes</b>
		Set/Alter Excise Details	? <b>Yes</b>
		<b>Excise Details</b>	
		Excise Registration (ECC) No.	: <b>AACCL0014CXD001</b>
		Date of Registration	: <b>1-Apr-2009</b>
		Range	: <b>Guindy II</b>
		Division	: <b>Guindy I</b>
		Commissionerate	: <b>Mumbai III</b>
		Default Nature of Purchase	: <input type="checkbox"/> Not Applicable
		Nature of Removal	: <b>Domestic</b>
Opening Balance (on 1-Apr-2009) : <b>0.00</b>			

## Accounting Package - Tally

### 2. Supplier Ledger

Name : Swastik Water Supplier  
Under : Sundry Creditors  
Maintain balance.... ? Yes

#### Mailing Details

Name : Swastik Water Supplier  
Address : No. 34  
Anna Nagar  
Mumbai

State : Maharashtra

#### Tax Information

PAN/IT No. : AEW45TGFDF  
Set/Alter VAT Details ? Yes  
TIN/Sales Tax No. : 44335543678  
Set/Alter Excise Details ? Yes  
Excise Registration (ECC) No. AESDE3210NXM001  
Date of Registration 1-Apr-2009  
Range National Park  
Division Mumbai I  
Commissionerate Mumbai II  
Default Nature of Purchase Not Applicable  
Nature of Removal Domestic

### 3. Sales Ledger

Name : Sales @ 12.5%  
Under : Sales Accounts  
Inventory Value..... ? Yes  
Used in VAT Returns ? Yes  
VAT/Tax Class Sales @ 12.5%  
Use for Assessable Calc.. ? Yes  
Apportion for ? Yes  
Method of Apportion : Based on Value

### 4. Purchase Ledger

Name : Purchase of Raw Material  
Under : Purchase Accounts  
Inventory Value..... ? Yes  
Used in VAT Returns ? Yes  
VAT/Tax Class Purchase @ 12.5%  
Use for Assessable Calc.. ? Yes  
Apportion for ? Yes  
Method of Apportion : Based on Value

### 5. Input VAT Ledger

Name : Input Vat @ 4%  
Under : Duties & Taxes  
Type of Duty/Tax : VAT  
VAT/Tax Class : Input Vat @ 4%  
Percentage of Calc... ? 4%  
Method of Calc... : On VAT Rate  
Rounding Method : Normal Rounding  
Rounding Limit : 0

## Accounting Package - Tally

6. Output VAT Ledger
- |                       |   |                    |
|-----------------------|---|--------------------|
| Name                  | : | Output Vat @ 12.5% |
| Under                 | : | Duties & Taxes     |
| Type of Duty/Tax      | : | VAT                |
| VAT/Tax Class         | : | Output Vat @ 12.5% |
| Percentage of Calc... | ? | 12.5%              |
| Method of Calc...     | : | On VAT Rate        |
| Rounding Method       | : | Not Applicable     |
7. Basic Excise Duty Ledger
- |                       |   |                         |
|-----------------------|---|-------------------------|
| Name                  | : | Basic Excise Duty @ 10% |
| Under                 | : | Duties & Taxes          |
| Type of Duty/Tax      | : | Excise                  |
| Excise Accountg Code  | : |                         |
| Duty Head             | : | Basic Excise Duty       |
| Percentage of Calc... | ? | 10%                     |
| Method of Calc...     | : | On Assessable Value     |
| Rounding Method       | : | Not Applicable          |
8. Education Cess Ledger
- |                       |   |                      |
|-----------------------|---|----------------------|
| Name                  | : | Education Cess @ 2%  |
| Under                 | : | Duties & Taxes       |
| Type of Duty/Tax      | : | Excise               |
| Excise Accountg Code  | : |                      |
| Duty Head             | : | Education Cess       |
| Percentage of Calc... | ? | 2%                   |
| Method of Calc...     | : | On Total Excise Duty |
| Rounding Method       | : | Not Applicable       |
9. Secondary & Higher Education Cess Ledger
- |                       |   |   |
|-----------------------|---|---|
| Name                  | : | Secondary & Higher Education (SHE) Cess |
| Under                 | : | Duties & Taxes                          |
| Type of Duty/Tax      | : | Excise                                  |
| Excise Accountg Code  | : |   |
| Duty Head             | : | Secondary Education Cess                |
| Percentage of Calc... | ? | 1%                                      |
| Method of Calc...     | : | On Total Excise Duty                    |
| Rounding Method       | : | Not Applicable                          |
10. Basic Excise Duty CENVAT Ledger
- |                       |   |                               |
|-----------------------|---|-------------------------------|
| Name                  | : | Basic Excise Duty-CENVAT @10% |
| Under                 | : | Duties & Taxes                |
| Type of Duty/Tax      | : | CENVAT                        |
| Excise Accountg Code  | : |                               |
| Duty Head             | : | Basic Excise Duty             |
| Percentage of Calc... | ? | 10%                           |
| Method of Calc...     | : | On Assessable Value           |
| Rounding Method       | : | Not Applicable                |
11. Education Cess CENVAT Ledger
- |                  |   |                            |
|------------------|---|----------------------------|
| Name             | : | Education Cess-CENVAT @ 2% |
| Under            | : | Duties & Taxes             |
| Type of Duty/Tax | : | CENVAT                     |

## Accounting Package - Tally

Excise Accountg Code :  
 Duty Head : Education Cess  
 Percentage of Calc... ? 2%  
 Method of Calc... : On Total Excise Duty  
 Rounding Method : Not Applicable

### 12. Secondary & Higher Education Cess CENVAT Ledger

Name : Secondary & Higher Education (SHE)-CENVAT  
 Under : Duties & Taxes  
 Type of Duty/Tax : CENVAT  
 Excise Accountg Code :  
 Duty Head : Secondary Education Cess  
 Percentage of Calc... ? 1%  
 Method of Calc... : On Total Excise Duty  
 Rounding Method : Not Applicable

### 13. Expense Ledger

Name : Packing Charge  
 Under : Indirect Expenses  
 Use for Assessable Val.... ? Yes  
 Apportion for ? Excise & VAT  
 Method of Apportion : Based on Value

## Gateway of Tally Account Info Voucher

### Creating Excise Voucher Types

#### 1. Excise Purchase Voucher Type

Name : Excise - Purchase  
 Type of Voucher : Purchase

*Rest all as it is*

Use for Excise ? Yes  
 Default Excise Unit : Excise Manufacturer

#### 2. Sales Voucher Type

Name : Excise - Sales  
 Type of Voucher : Sales

*Rest all as it is*

Use for Excise ? Yes  
 Default Excise Unit : Excise Manufacturer

#### 3. Debit Note Voucher Type

Name : Excise – Debit Note  
 Type of Voucher : Debit Note

*Rest all as it is*

Use for Excise ? Yes  
 Default Excise Unit : Excise Manufacturer

## Accounting Package - Tally

### 4. Manufacturing Journal Voucher:- *Manufacturing Journal is used to account...*

the issue of raw materials to production floor and

for the receipt of finished goods.

Name : Manufacturing Journal  
Type of Voucher : Stock Journal

*Rest all as it is*

Use as a Manufacturing Journal ? Yes

### Creating Tariff Classification ...

- Each and every goods manufactured or produced have to be classified for finding out the rate of duty applicable. Accordingly, Central Excise Tariff Act 1985 classifies all the goods under 91 chapters and specific code is assigned to each item.
- This code is called **Tariff Classification code**, which consists of 8 digits.
- *First 4 digits represent Chapter and heading a*
- *Next 2 digit represents sub-heading and*
- *The last 2 digit represents sub-sub heading.*

### HSN CODE

- *The **Harmonized Commodity Description and Coding System (HS)** of tariff nomenclature popularly known as **Harmonised System of Nomenclature (HSN)**,*
- *is an internationally standardized system of names and*
- *numbers for classifying traded products developed and maintained by the World Customs Organization.*

Gateway of Tally:: Inventory Info  Tariff/VAT Commodity

#### 1. Plastic Bottles

Name : Plastic Bottles  
Used for : Excise  
HSN Code : 39233010

#### 2. Plastic Bottle Caps

Name : Plastic Bottle Caps  
Used for : Excise  
HSN Code : 39235010

#### 3. Water

Name : Water  
Used for : Excise  
HSN Code : 22011010

#### 4. Linear Low Density Polyethylene (LLDPE)

Name : Linear Low Density Polyethylene (LLDPE)  
Used for : Excise  
HSN Code : 39110010

Gateway of Tally:: Inventory Info  Stock Items

Important Note:- Press F12 (Configuration) In Stock Items Mode and Enable the feature Use **Alternate Units** for Stock Items **YES**

## Accounting Package - Tally

### 1. Pet Bottles – 1 Ltr

Name : Pet Bottles – 1 Ltr  
 Under : Primary  
 Units : U  
 Alternate Units : Kg  
 Where : 1 Kg = 100 U  
 Tariff Classification : Plastic Bottles  
 Set/Alter Excise Details ? Yes

Excise Details for : <b>Pet Bottles - 1 Ltr</b>				
Tariff Classification : <b>Plastic Bottles</b>				
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	Kg	1 Kg = 100 U	Yes	Others

Duty Details for : <b>Pet Bottles - 1 Ltr</b>		
Tariff Classification : <b>Plastic Bottles</b>		
Excise Unit : <b>Excise Manufacturer</b>		
Valuation Type : <b>Ad Valorem</b>		
Type of Duty	Applicable From	Rate of Duty per
<b>Basic Excise Duty</b>	1-Apr-2009	10 %
Education Cess	1-Apr-2009	2 %
Secondary Education Cess	1-Apr-2009	1 %

#### VAT Details

Commodity : Not Applicable  
 Rate of VAT (%) : 4

### 2. Water Container 20 Ltrs

Name : Water Container 20 Ltrs  
 Under : Primary  
 Units : U  
 Alternate Units : Kg  
 Where : 1 Kg = 20 U  
 Tariff Classification : Plastic Bottles  
 Set/Alter Excise Details ? Yes

Excise Details for : <b>Water Container 20 Ltrs</b>				
Tariff Classification : <b>Plastic Bottles</b>				
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	Kg	1 Kg = 20 U	Yes	Others

## Accounting Package - Tally

Duty Details for : <b>Water Container 20 Ltrs</b>		
Tariff Classification : <b>Plastic Bottles</b>		
Excise Unit : <b>Excise Manufacturer</b>		
Valuation Type : <b>Ad Valorem</b>		
Type of Duty	Applicable From	Rate of Duty per
<b>Basic Excise Duty</b>	1-Apr-2009	10 %
Education Cess	1-Apr-2009	2 %
Secondary Education Cess	1-Apr-2009	1 %

### VAT Details

Commodity : Not Applicable  
 Rate of VAT (%) : 4

### 3. Bottle Caps

Name : Bottle Caps  
 Under : Primary  
 Units : **U**  
 Alternate Units : **Kg**  
 Where : **1 Kg = 500 U**  
 Tariff Classification : Plastic Bottle Caps  
 Set/Alter Excise Details ? Yes

Excise Details for : <b>Bottle Caps</b>				
Tariff Classification : <b>Plastic Bottle Caps</b>				
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	Kg	1 Kg = 500 U	<b>Yes</b>	<b>Others</b>

Duty Details for : <b>Bottle Caps</b>		
Tariff Classification : <b>Plastic Bottle Caps</b>		
Excise Unit : <b>Excise Manufacturer</b>		
Valuation Type : <b>Ad Valorem</b>		
Type of Duty	Applicable From	Rate of Duty per
<b>Basic Excise Duty</b>	1-Apr-2009	10 %
Education Cess	1-Apr-2009	2 %
Secondary Education Cess	1-Apr-2009	1 %

### VAT Details

Commodity : Not Applicable  
 Rate of VAT (%) : 4

## Accounting Package - Tally

### 4. Low Density Polyethylene

Name : Low Density Polyethylene  
 Under : Primary  
 Units : U  
 Alternate Units : Kg  
 Where : 1 Kg = 1000 U  
 Tariff Classification : Linear Low Density Polyethylene (LLDPE)  
 Set/Alter Excise Details ? Yes

Excise Details for : **Low Density Polyethylene**  
 Tariff Classification : **Linear Low Density Polyethylene (LLDPE)**

Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	Kg	1 Kg = 1,000 U	Yes	Others

Duty Details for : **Low Density Polyethylene**  
 Tariff Classification : **Linear Low Density Polyethylene (LLDPE)**  
 Excise Unit : **Excise Manufacturer**

Valuation Type : **Ad Valorem**

Type of Duty	Applicable From	Rate of Duty per
<b>Basic Excise Duty</b>	1-Apr-2009	10 %
Education Cess	1-Apr-2009	2 %
Secondary Education Cess	1-Apr-2009	1 %

#### VAT Details

Commodity : Not Applicable  
 Rate of VAT (%) : 4

### 5. Natural Water

Name : Natural Water  
 Under : Primary  
 Units : L  
 Alternate Units : Not Applicable  
 Tariff Classification : Water  
 Set/Alter Excise Details ? Yes

Excise Details for : **Natural Water**  
 Tariff Classification : **Water**

Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	L		Yes	Principal Input

## Accounting Package - Tally

Duty Details for	: <b>Natural Water</b>		
Tariff Classification	: <b>Water</b>		
Excise Unit	: <b>Excise Manufacturer</b>		
Valuation Type	: <b>Ad Valorem</b>		
Type of Duty	Applicable From	Rate of Duty	per
<b>Basic Excise Duty</b>	1-Apr-2009	10 %	
Education Cess	1-Apr-2009	2 %	
Secondary Education Cess	1-Apr-2009	1 %	

NOTE:- Stock Item Type **Principal Input**

### VAT Details

Commodity : Not Applicable  
Rate of VAT (%) : 0

## Creating Stock Item - Finished Goods

**Important Note:- Press F12 (Configuration) In Stock Items Mode and Enable the feature Allow Component list details (Bill of Material) YES**

### 1. Aqua Pure – 1 Ltr

Name : Aqua Pure – 1 Ltr  
Under : Primary  
Units : **L**  
Alternate Units : **Box**  
Where : **1 Box = 24 L**  
Alter Components (BoM) ? Yes

Components of	: <b>Aqua Pure - 1 Ltr</b>		
Unit of manufacture	: <b>1 L</b>		
Item	Quantity		
<b>Natural Water</b>	<b>1 L</b>		
<b>Pet Bottles - 1 Ltr</b>	<b>1 U</b> (0 Kg)		
<b>Bottle Caps</b>	<b>1 U</b> (0 Kg)		

Tariff Classification : Water  
Set/Alter Excise Details ? Yes

Excise Details for		: <b>Aqua Pure - 1 Ltr</b>		
Tariff Classification		: <b>Water</b>		
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	L		<b>Yes</b>	Finished Goods

## Accounting Package - Tally

Duty Details for	: Aqua Pure - 1 Ltr	List of Valuation Type												
Tariff Classification	: Water													
Excise Unit	: Excise Man													
Valuation Type	: <b>MRP Based</b>	Ad Quantum												
MRP	: 20.00/L	Ad Valorem												
Abatement %	: 48 %	<b>MRP Based</b>												
<table border="1"> <thead> <tr> <th>Type of Duty</th> <th>Applicable From</th> <th>Rate of Duty per</th> </tr> </thead> <tbody> <tr> <td><b>Basic Excise Duty</b></td> <td>1-Apr-2009</td> <td>10 %</td> </tr> <tr> <td><b>Education Cess</b></td> <td>1-Apr-2009</td> <td>2 %</td> </tr> <tr> <td><b>Secondary Education Cess</b></td> <td>1-Apr-2009</td> <td>1 %</td> </tr> </tbody> </table>			Type of Duty	Applicable From	Rate of Duty per	<b>Basic Excise Duty</b>	1-Apr-2009	10 %	<b>Education Cess</b>	1-Apr-2009	2 %	<b>Secondary Education Cess</b>	1-Apr-2009	1 %
Type of Duty	Applicable From	Rate of Duty per												
<b>Basic Excise Duty</b>	1-Apr-2009	10 %												
<b>Education Cess</b>	1-Apr-2009	2 %												
<b>Secondary Education Cess</b>	1-Apr-2009	1 %												

NOTE:- Stock Item Type **Finished Goods**

### VAT Details

Commodity : Not Applicable  
Rate of VAT (%) : 12.5%

### 2. Aqua Mini – 200 ml

Name : Aqua Mini – 200 ml  
Under : Primary  
Units : **U**  
Alternate Units : **L**  
Where : **1 L = 5 U**  
Alter Components (BoM) ? Yes

Components of : **Aqua Mini - 200 MI**  
Unit of manufacture : **5 U**

Item	Quantity
<b>Natural Water</b>	1 L
<b>Low Density Polyethylene</b>	5 U (0 Kg)

Tariff Classification : Linear Low Density Polyethylene (LLDPE)  
Set/Alter Excise Details ? Yes

Excise Details for		: Aqua Mini - 200 MI		
Tariff Classification		: Linear Low Density Polyethylene (LLDPE)		
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	L	1 L = 5 U	<b>Yes</b>	Finished Goods

## Accounting Package - Tally

Duty Details for : <b>Aqua Mini - 200 MI</b>		List of Valuation Type
Tariff Classification : <b>Linear Low Density Polyethylene (LLDPE)</b>		
Excise Unit : <b>Excise Manufacturer</b>		Ad Quantum Ad Valorem MRP Based
Valuation Type : <b>Ad Quantum</b>		
Type of Duty	Applicable From	Rate of Duty per
<b>Basic Excise Duty</b>	<b>1-Apr-2009</b>	<b>10 /L</b>
<b>Education Cess</b>	<b>1-Apr-2009</b>	<b>2 /L</b>
<b>Secondary Education Cess</b>	<b>1-Apr-2009</b>	<b>1 /L</b>

NOTE:- Stock Item Type **Finished Goods**

### VAT Details

Commodity : Not Applicable  
Rate of VAT (%) : 12.5%

### 3. Aqua King – 20 Ltr

Name : Aqua King – 20 Ltr  
Under : Primary  
Units : **U**  
Alternate Units : **L**  
Where : **20 L = 1 U**  
Alter Components (BoM) ? Yes

Components of : <b>Aqua King - 20 Ltr</b>	
Unit of manufacture : <b>1 U</b>	
Item	Quantity
<b>Natural Water</b>	<b>20 L</b>
<b>Water Container 20 Ltrs</b>	<b>1 U</b> (0 Kg)

Tariff Classification : Water  
Set/Alter Excise Details ? Yes

Excise Details for : <b>Aqua King - 20 Ltr</b>				
Tariff Classification : <b>Water</b>				
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
<b>Excise Manufacturer</b>	<b>L</b>	<b>20 L =</b>	<b>1 U</b> <b>Yes</b>	<b>Finished Goods</b>

## Accounting Package - Tally

Duty Details for	: Aqua King - 20 Ltr
Tariff Classification	: Water
Excise Unit	: Excise Man
Valuation Type	: <b>Ad Valorem</b>

List of Valuation Type

- Ad Quantum
- Ad Valorem**
- MRP Based

Type of Duty	Applicable From	Rate of Duty per
Basic Excise Duty	1-Apr-2009	10 %
Education Cess	1-Apr-2009	2 %
Secondary Education Cess	1-Apr-2009	1 %

NOTE:- Stock Item Type **Finished Goods**

### VAT Details

Commodity : Not Applicable  
 Rate of VAT (%) : 12.5%

### 4. Aqua Ease – 20 Ltr

Name : Aqua Ease – 20 Ltr  
 Under : Primary  
 Units : **U**  
 Alternate Units : **L**  
 Where : **1 L = 10 U**  
 Alter Components (BoM) ? Yes

Components of : **Aqua Ease - 20 Ltr**  
 Unit of manufacture : **1 U**

Item	Quantity
Natural Water	20 L
Water Container 20 Ltrs	1 U (0 Kg)
Bottle Caps	1 U (0 Kg)

Tariff Classification : Water  
 Set/Alter Excise Details ? Yes

Excise Details for		: Aqua Ease - 20 Ltr		
Tariff Classification		: Water		
Excise Unit Name	Reporting UOM	Conversion Factor	Set/Alter Duty Details	Stock Item Type
Excise Manufacturer	L	20 L =	1 U <b>Yes</b>	Finished Goods

## Accounting Package - Tally

Duty Details for : Aqua Ease - 20 Ltr		List of Valuation Type
Tariff Classification : Water		
Excise Unit : Excise Man		
Valuation Type	: <b>Ad Valorem</b>	Ad Quantum
		<b>Ad Valorem</b>
		MRP Based
Type of Duty	Applicable From	Rate of Duty per
Basic Excise Duty	1-Apr-2009	10 %
Education Cess	1-Apr-2009	2 %
Secondary Education Cess	1-Apr-2009	1 %

NOTE:- Stock Item Type **Finished Goods**

### VAT Details

Commodity : Not Applicable  
Rate of VAT (%) : 12.5%

## Transactions

### Creating a Excise Purchase Voucher *Not Availing CENVAT Credit*

<b>Excise Purchases</b> No. 1	Date : 1-Apr-2009	1-Apr-2009 Wednesday	
Supplier Invoice No. : SI/336	Excise Unit : Excise Manufacturer		
Party's A/c Name : Swastik Water Suppliers			
Nature of Purchase : Manufacturer			
Current Balance : 33,09,000.00 Cr			
Purchase Ledger : Purchase of Raw Material			
VAT/Tax Class : Purchases @ 12.5%			
Name of Item	Quantity	Rate per	Amount
Natural Water	15,00,000 L	2.00 L	30,00,000.00
Rate : 10%			
Basic Excise Duty @ 10%		10 %	3,00,000.00
Education Cess @ 2%		2 %	6,00,000.00
Secondary and Higher Education (SHE) Cess		1 %	3,00,000.00
Show Statutory Details ? <b>Yes</b>	Yes / No		
Narration:	No		
	Yes		
			15,00,000 L
			33,09,000.00

### When the CENVAT Credit is not availed

- The Duty Ledgers selected won't display the ledger balance and **duty amount will be apportioned to the Stock Item cost.**

# Accounting Package - Tally

## Gateway of Tally Stock Summary

Stock Item: Natural Water							1-Apr-2009 to 30-Apr-2009					
Date	Particulars	Vch Type	Vch No.	Inwards			Outwards			Closing		
				Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
1-4-2009	Swastik Water Suppliers	Excise Purchases	1	16,00,000 L	2.21	33,09,000.00				16,00,000 L	2.21	33,09,000.00

## Gateway of Tally Display Account Books Ledger

- Basic Excise Duty @ 10%
- Education Cess @ 2%
- Secondary and Higher Education (SHE) Cess

All the above ledger, the details will be blank.

### Creating a Excise Purchase Voucher Availing CENVAT Credit

#### When the CENVAT Credit is availed...

- The **Duty Ledgers** selected will display the ledger balance and duty amount will not be apportioned to the Stock Item Rate.

Excise Purchases No. 2		Date :		1-Apr-2009
Supplier Invoice No. :		Date :		Wednesday
Excise Unit :	Excise Manufacturer			
Party's A/c Name :	Lanco Manufacturers			
Nature of Purchase :	Manufacturer			
Current Balance :				
Purchase Ledger :	Purchase of Raw Material			
VAT/Tax Class :	Purchases @ 4%			
Name of Item	Quantity	Rate	per	Amount
<b>Bottle Caps</b>	<b>4,00,000 U</b>	<b>0.25 U</b>		<b>1,00,000.00</b>
Rate : 10%	( 800 Kg )			
<b>Water Container 20 Ltrs</b>	<b>25,000 U</b>	<b>5.00 U</b>		<b>1,25,000.00</b>
Rate : 10%	( 1,250 Kg )			
<b>Low Density Polyethylene</b>	<b>40,000 U</b>	<b>0.25 U</b>		<b>10,000.00</b>
Rate : 10%	( 40 Kg )			
<b>Pet Bottles - 1 Ltr</b>	<b>4,00,000 U</b>	<b>1.00 U</b>		<b>4,00,000.00</b>
Rate : 10%	( 4,000 Kg )			
				<b>6,35,000.00</b>
Basic Excise Duty-CENVAT @ 10%		10 %		63,500.00
Education Cess-CENVAT @ 2%		2 %		1,270.00
Secondary & Higher Education (SHE) CENVAT		1 %		635.00
Input Vat @ 4%		4 %		28,016.20
Show Statutory Details ? <input checked="" type="checkbox"/> No				
Narration:				
				<b>8,65,000 U</b>
				<b>7,28,421.20</b>

#### When the CENVAT Credit is availed...

- In Stock Vouchers report stock item rate is displayed as the actual purchase rate.
- In this case the duty amount is **not apportioned** to the Stock item.

Check the Stock in Stock summary the Rate will be same as the amount product Purchased.

## Accounting Package - Tally

### Creating a Manufacturing Voucher

- Manufacturing of Packed Drinking Water being a Process Industry, Manufacturing Journal is used to account the issue of raw materials to production floor and for the receipt of finished goods.
- *In case of discrete industries, Stock Journal can be used to account the issue of Raw materials to production floor and for the receipt of finished goods*
- To Manufacture > **AquaPure - 1Ltr** using Manufacturing Journal  
**AquaPure – 1 Ltr of 2,00,000 L**

Manufacturing Journal No. 1				1-Apr-2009 Wednesday	
<u>Manufacture of Materials</u>					
Name of Product : Aqua Pure - 1 Ltr Qty 2,00,000 L					
Components (Consumption)				Cost of Components :	
Name of Item	Quantity	Rate	Amount	Type of Addl. Cost	%age
Natural Water	2,00,000 L	2.21/L	4,42,000.00	<input type="checkbox"/> End of List	
Pet Bottles - 1 Ltr	2,00,000 U	1.00/U	2,00,000.00		
Bottle Caps	2,00,000 U	0.25/U	50,000.00		
				3.46/L 6,92,000.00	

- To Manufacture **10,000 U > AquaMini - 200 ml** using Manufacturing Journal

Manufacturing Journal No. 2				1-Apr-2009 Wednesday	
<u>Manufacture of Materials</u>					
Name of Product : Aqua Mini - 200 ml Qty 10,000 U					
Components (Consumption)				Cost of Components :	
Name of Item	Quantity	Rate	Amount	Type of Addl. Cost	%age
Natural Water	2,000 L	2.21/L	4,420.00	<input type="checkbox"/> End of List	
Low Density Polyethylene	10,000 U	0.25/U	2,500.00		
				0.69/U 6,920.00	

- To Manufacture **10,000 U > AquaKing – 20 Ltr** using Manufacturing Journal

Manufacturing Journal No. 3				1-Apr-2009 Wednesday	
<u>Manufacture of Materials</u>					
Name of Product : Aqua King - 20 Ltr Qty 6,000 U					
Components (Consumption)				Cost of Components :	
Name of Item	Quantity	Rate	Amount	Type of Addl. Cost	%age
Natural Water	1,20,000 L	2.21/L	2,65,200.00	<input type="checkbox"/> End of List	
Water Container 20 Ltrs	6,000 U	5.00/U	30,000.00		
				49.20/U 2,95,200.00	

## Accounting Package - Tally

- To Manufacture **1000 U** > **AquaEase - 20Ltr** using Manufacturing Journal

Manufacturing Journal No. 4				1-Apr-2009 Wednesday	
Manufacture of Materials					
Name of Product : Aqua Ease - 20 Ltr Qty 1,000 U					
Components (Consumption)				Cost of Components :	
Name of Item	Quantity	Rate	Amount	Type of Addl. Cost	%age
Natural Water	20,000 L	2.21/L	44,200.00		
Water Container 20 Ltrs	1,000 U	5.00/U	5,000.00		
Bottle Caps	1,000 U	0.25/U	250.00		
				49.45/U 49,450.00	

### Creating a Excise Sales Voucher\_ Rule 11 Invoice

Excise - Sales No. 1				1-Apr-2009 Wednesday	
Ref. :					
Excise Unit : Excise Manufacturer					
Excise Book Name : Excise/Rule11/Book1/09-10 Serial No. 1					
Party's A/c Name : Universal Distributors					
Nature of Removal : Domestic					
Current Balance :					
Sales Ledger : Sales @ 12.5%					
VAT/Tax Class: Sales @ 12.5%					
Name of Item	Quantity	Rate per	Amount		
Aqua Pure - 1 Ltr	1,00,000 L ( 4,167 Box)	20.00 L	20,00,000.00		
Rate : 10% MRP: 20.00/L Abatement: 48%					
Basic Excise Duty @ 10%				10 %	1,04,000.00
Education Cess @ 2%				2 %	2,080.00
Secondary and Higher Education (SHE) Cess				1 %	1,040.00
Output Vat @ 12.5%				12.50 %	2,63,390.00
Show Statutory Details ? <b>No</b>					
Narration:				1,00,000 L	23,70,510.00

Note:- Give the print command to the sales entry, and enable the print preview option, so Excise Invoice will be printed (Changes to be done in print configuration)

Space to leave on left (default 0.5)	: 0.50	Simple: 0.50
Print as Commercial Invoice	? Yes	Print Serial No. ? Yes
Print in Simple Format	? No	Print Quantity Column ? Yes
		Print Actual Quantity Column ? No

# Accounting Package - Tally

## Rule 11 Invoice for Stock Items Falling Under Different Valuation Type

<b>Excise - Sales</b> No. 2		1-Apr-2009	
Ref. : ABC/726		Wednesday	
Excise Unit : Excise Manufacturer			
Excise Book Name : Excise/Rule11/Book1/09-10 Serial No. 2			
Party's A/c Name : Universal Distributors			
Nature of Removal : Domestic			
Current Balance : 23,70,510.00 Dr			
Sales Ledger : Sales @ 12.5%			
VAT/Tax Class : Sales @ 12.5%			
Name of Item	Quantity	Rate per	Amount
<b>Aqua Pure - 1 Ltr</b>	20,000 L ( 833 Box)	20.00 L	4,00,000.00
Rate : 10% MRP: 20.00/L Abatement: 48%			
<b>Aqua Mini - 200 MI</b>	4,000 U ( 800 L)	5.00 U	20,000.00
Rate : 10/L			
<b>Aqua King - 20 Ltr</b>	3,000 U ( 60,000 L)	60.00 U	1,80,000.00
Rate : 10%			
			6,00,000.00
Basic Excise Duty @ 10%		10 %	46,800.00
Education Cess @ 2%		2 %	2,088.00
Secondary and Higher Education (SHE) Cess		1 %	1,044.00
Show Statutory Details ? <input checked="" type="checkbox"/> Yes Narration:			80,800 L 6,49,932.00

Yes / No
No
<b>Yes</b>

# Accounting Package - Tally

## Rule 11 Invoice for Stock Items with Expenses

<b>Excise - Sales</b> No. 3		1-Apr-2009
Ref. : ABC/830		Wednesday
Excise Unit : Excise Manufacturer		
Excise Book Name : Excise/Rule11/Book1/09-10 Serial No. 3		
Party's A/c Name : Universal Distributors		
Nature of Removal : Domestic		
Current Balance : 30,20,442.00 Dr		
Sales Ledger : Sales @ 12.5%		
VAT/Tax Class: Sales @ 12.5%		

Name of Item	Quantity	Rate per	Amount
Aqua King - 20 Ltr	1,000 U ( 20,000 L )	70.00 U	70,000.00
Rate : 10%			
Aqua Ease - 20 Ltr	200 U ( 20 L )	100.00 U	20,000.00
Rate : 10%			
			90,000.00
<b>Packing Charge</b>			<b>6,000.00</b>
Basic Excise Duty @ 10%		10 %	9,600.00
Education Cess @ 2%		2 %	192.00
Secondary and Higher Education (SH) Cess		1 %	96.00
Output Vat @ 12.5%		12.50 %	13,236.00
			1,200 U
			1,19,124.00

Show Statutory Details ?	<b>No</b>	Yes / No			
Narration:	No	Yes			

### Creating a Debit Note (Purchase Returns) \_ Rule 11 invoice

- As per Rule 11 of the Central Excise (No.2) Rules, 2001 provides that no excisable goods shall be removed from a factory or a warehouse except under an invoice signed by the owner of the factory or his authorised agent.
- The invoice shall be serially numbered and shall contain the registration number, description, classification, time and date of removal, rate of duty, quantity and value, of goods and the duty payable thereon.
- Invoicing under Rule 11 of the Central Excise (No.2) Rules, 2001 is applicable even for Purchase Returns.
- In case of purchase returns goods are removed from factory or warehouse to return the goods to the supplier.

#### F11 Features (Enabling following features)

##### Invoicing

- |                                   |              |
|-----------------------------------|--------------|
| Allow Invoicing                   | ? Yes        |
| Enter Purchases in Invoice Format | ? Yes        |
| Use Debit/Credit Notes            | ? Yes        |
| Use Invoice mode for Credit Notes | ? Yes        |
| Use Invoice mode for Debit Notes  | ? <b>Yes</b> |

# Accounting Package - Tally

<b>Excise - Debit Note</b> No. 1		1-Apr-2009 Wednesday
Ref. :		<i>Used for: Purchase Returns Or Rejected</i>
Excise Unit : <b>Excise Manufacturer</b>		
Excise Book Name : <b>Excise/Rule11/Book1/09-10</b>	Serial No. 4	
Party's A/c Name : <b>Lanco Manufacturers</b>		
Nature of Removal : <b>Domestic</b>		
Current Balance : <b>7,28,421.20 Cr</b>		
Purchase Ledger : <b>Purchase of Raw Material</b>		
VAT/Tax Class : <b>Purchases @ 4%</b>		

Name of Item	Quantity	Rate per	Amount
<b>Pet Bottles - 1 Ltr</b>	2,000 U	1.00 U	2,000.00
Rate : 10%	( 20 Kg)		
<b>Bottle Caps</b>	2,000 U	0.25 U	500.00
Rate : 10%	( 4 Kg)		
			2,500.00
<b>Basic Excise Duty @ 10%</b>		10 %	250.00
<b>Education Cess @ 2%</b>		2 %	5.00
<b>Secondary and Higher Education (SHE) Cess</b>		1 %	2.50
<b>Input Vat @ 4%</b>		4 %	110.30
			2,867.80

Show Statutory Details ? <input checked="" type="checkbox"/> No	Yes / No	
Narration:	No	
	Yes	

## Creating a Journal Voucher\_CENVAT Credit Adjustment

- CENVAT Credit available to a Unit will be adjusted towards the Duty Payable to arrive at the Net Duty Payable to the Government.
- In Tally.ERP to record the adjustment, CENVAT Duty and Excise Duty accounts are Credited and Debited, respectively to nullify their balances and the net balance in the Excise Duty ledgers will be paid to the Government.
- CENVAT Credit Adjustment entry is recorded at the end of Every month or Quarter depending on the type of Manufacturer.

Voucher Type Alteration		Excise Manufacturer
Name : <b>Journal</b>		
(alias) :		

General	Printing	Name of Class
Type of Voucher : <b>Journal</b>	Print after saving Voucher ? <b>No</b>	<b>CENVAT Credit Adjustment</b>
Abbr. : <b>Jrnl</b>		
Method of Voucher Numbering ? <b>Automatic</b>	Class : <b>CENVAT Credit Adjustment</b>	
Use Advance Configuration ? <b>No</b>	Use Class for VAT Adjustments ? <b>No</b>	Yes / No
	Use Class for Excise / CENVAT Adjustments ? <b>Yes</b>	No
	Ledger account to use	Yes
	Ledger Name	
Use EFFECTIVE Dates for Vouchers ? <b>No</b>		
Make 'Optional' as default ? <b>No</b>		
Use Common Narration ? <b>Yes</b>		
Narrations for each entry ? <b>No</b>		<b>Accept ?</b>
		Yes or No

# Accounting Package - Tally

Gateway of Tally Accounting Vouchers F7 (Journal)

<b>Voucher Type</b>		
Name	: <b>Journal</b>	Voucher Class List
Class	: <b>-</b>	<input type="checkbox"/> Not Applicable
		<b>CENVAT Credit Adjustment</b>

<b>Journal</b>	No. 1	Voucher Class : <b>CENVAT Credit Adjustment</b>	1-Apr-2009 Wednesday						
		Used for: CENVAT Adjustment							
Excise Unit	: <b>Excise Manufacturer</b>								
Particulars	Debit	Credit							
By <b>Basic Excise Duty @ 10%</b> <i>Cur Bal: 97,150.00 Cr</i>	63,500.00								
By <b>Education Cess @ 2%</b> <i>Cur Bal: 3,095.00 Cr</i>	1,270.00								
By <b>Secondary and Higher Education (SHE) Cess</b> <i>Cur Bal: 1,547.50 Cr</i>	635.00								
To <b>Basic Excise Duty-CENVAT @ 10%</b> <i>Cur Bal: 0.00 Cr</i>		63,500.00							
To <b>Education Cess-CENVAT @ 2%</b> <i>Cur Bal: 0.00 Cr</i>		1,270.00							
To <b>Secondary &amp; Higher Education (SHE)-CENVAT</b> <i>Cur Bal: 0.00 Cr</i>		635.00							
Provide Details : <b>Yes</b>	<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">Adjustment Details</th> </tr> <tr> <th colspan="2" style="text-align: center;">for Excise</th> </tr> <tr> <td>Period From</td> <td>: <b>1-Apr-2009</b> To 1-May-2009</td> </tr> </table>		Adjustment Details		for Excise		Period From	: <b>1-Apr-2009</b> To 1-May-2009	
Adjustment Details									
for Excise									
Period From	: <b>1-Apr-2009</b> To 1-May-2009								
Narration:	<b>65,405.00</b>	<b>65,405.00</b>							

# Accounting Package - Tally

## Creating a Payment Voucher\_GAR 7 Payment

<b>Payment</b> No. 1	1-Apr-2009 Wednesday
Account : <b>Axis Bank</b> Cur Bal: <b>1,01,792.50 Cr</b>	
<b>Particulars</b>	<b>Amount</b>
<b>Basic Excise Duty @ 10%</b> Cur Bal: 0.00 Dr	97,150.00
<b>Education Cess @ 2%</b> Cur Bal: 0.00 Dr	3,095.00
<b>Secondary and Higher Education (SHE) Cess</b> Cur Bal: 0.00 Dr	1,547.50
Provide Details : <b>Yes</b>	
Narration:	
<b>Payment Details for Excise</b>	
Period From : <b>1-Apr-2009</b> To 1-May-2009	
Excise Unit Name : <b>Excise Manufacturer</b>	
Challan No. : 456423	
Challan Date : <b>1-May-2009</b>	
Bank Name : <b>Axis Bank</b>	
BSR Code : 572782	
Cheque/Draft/Pay Order No. : 552423	
Cheque Date : <b>1-May-2009</b>	
	<b>1,01,792.50</b>

### Printing G.A.R.-7 Challan

Note:- Give the print command to the Payment Voucher of Duties

### Reports

- Excise Computation
- Daily Stock Register
- PLA Register
- Form ER 1
- Form ER 2
- CENVAT Credit Register

### Other Reports

Gateway of Tally  Display  Statutory Report  Excise Report

### Daily Stock Register

- Daily Stock Register is a record of stock maintained on daily basis.
- A daily stock has to be maintained by every assessee.
- This report contains details about Description of goods manufactured/produced, opening balance, Quantity manufactured or produced, Total quantity, Quantity removed, Assessable value, Amount of duty payable and details regarding amount of Duty actually paid.

## Accounting Package - Tally

### PLA Register

- Personal Ledger Account (PLA) is an current account through which Assessee pays the Duty to the Government.
- The PLA register is credited when the duty is liable to pay and when the Duty is discharged (by CENVAT Credit /Payment) the PLA register will be debited.
- The Duty Payable if any will be displayed as Balance. PLA and CENVAT Credit should be used only for payment of excise duty and not for any other payments like rent, fines, penalties etc.
- Personal Ledger Account (PLA) is an current account through which Assessee pays the Duty to the Government.
- The PLA register is credited when the duty is liable to pay and when the Duty is discharged (by CENVAT Credit /Payment) the PLA register will be debited.
- The Duty Payable if any will be displayed as Balance. PLA and CENVAT Credit should be used only for payment of excise duty and not for any other payments like rent, fines, penalties etc.

### Form ER 1

Form ER 1 is a monthly return for production, removal of Goods, other relevant particulars and CENVAT Credit.

- All the Excise Manufacturing (Regular/Large Tax payer) Units should file returns in Form ER 1.

### CENVAT Credit Availed

CENVAT Credit Availed report displays...

the details of CENVAT credit availed of Principal Input or Capital Goods.