

# **PERIYAR UNIVERSITY**

**(NAAC 'A++' Grade with CGPA 3.61 (Cycle - 3))**

**State University - NIRF Rank 56 - State Public University Rank 25**

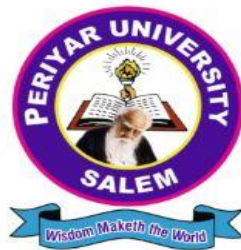
**SALEM - 636 011**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**(CDOE)**

**BACHELOR OF BUSINESS ADMINISTRATION**

**SEMESTER - IV**



**SKILL ENHANCEMENT COURSE: TALLY**

**(Candidates admitted from 2024 onwards)**

# **PERIYAR UNIVERSITY**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

**B.B.A 2024 admission onwards**

**SKILL ENHANCEMENT COURSE – 6  
TALLY**

**Prepared by:**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

**Periyar University, Salem – 11.**

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# TALLY

## UNIT - I OBJECTIVES

1. Grasp essential accounting principles and rules.
2. Learn to create and set up a company in Tally.ERP 9.
3. Configure Tally settings, implement security measures, and utilize features for effective accounting and management.

EX. NO.: 1	<b>COMPANY CREATION AND ALTERATION</b>

**Step 1:**

Double click the Tally icon on desktop or select start→ program →Tally to launch Tally 9

**Step 2:**

Select Gateway of Tally →Alt + F3 →company info→ create company to open company creation Screen.

**Step 3:**

In the company creation screen, enter the required details and press enter in the pop-up dialogue box. Press Y to accept the details.

**Step 4:**

The required company is created and is displayed on the Left hand side of Gateway of Tally Screen.

**Step 5:**

To select a company that is already created, select Gateway of Tally →Alt + F3 →company info→ select company or press Alt + F1 to select the specific company to be opened.

**Step 6:**

To shut a company that is already opened, select Gateway of Tally → Alt + F3 → company info → shut company to shut the specific company from the list of existing names displayed.

**Step 7:**

To Alter a company that is already created, select Gateway of Tally → Alt + F3 → company info → Alter to select the Alter the details of the specific company.

**Step 8:**

To delete a company that is already created, select Gateway o Tally → Alt + F3 → company info → Alter → press Alt + D. press yes in the pop-up screen delete? To delete a company.

**Step 9:**

To split the company data, select Gateway of Tally → Alt + F3 → company info → split company data → select company. Select the required company and enter the data in the split From Field. Press Enter.

**Step 10:**

To backup Files in Tally, Select Gateway of Tally → Alt + F3 → company info → backup. In the Destination Field, specify the path to take backup and select the company to be backup. Accept the screen by pressing yes.

**Step 11:**

To restore Files in Tally, Select Gateway of Tally → Alt + F3 → company info → restore. Enter The Source and destination Field by giving the path. Select the companies to restore data. Accept the screen by pressing yes.

**ILLUSTRATION**

Ram started a business named as M/s ram & co. at Salem on 18.10.2018 with its financial year starting From April every year. He wants to maintain both financial books of accounts and inventory. Create a company for the given details in Tally.

**SOLUTION**

Name	:	M/S Ram & Co.
Mailing Name	:	Ram
Statutory Company For	:	India

State : Tamil Nadu  
Pin Code : 636005  
E-Mail : ram.co@gmail.com  
Currency Symbol : Rs.  
Maintain : Accounts with Inventory  
Financial Year From : 1-4-2018  
Book Beginning From : 18-10-2018

### OUTPUT

#### Gateway of Tally.....



Fig 1: Company Info Menu

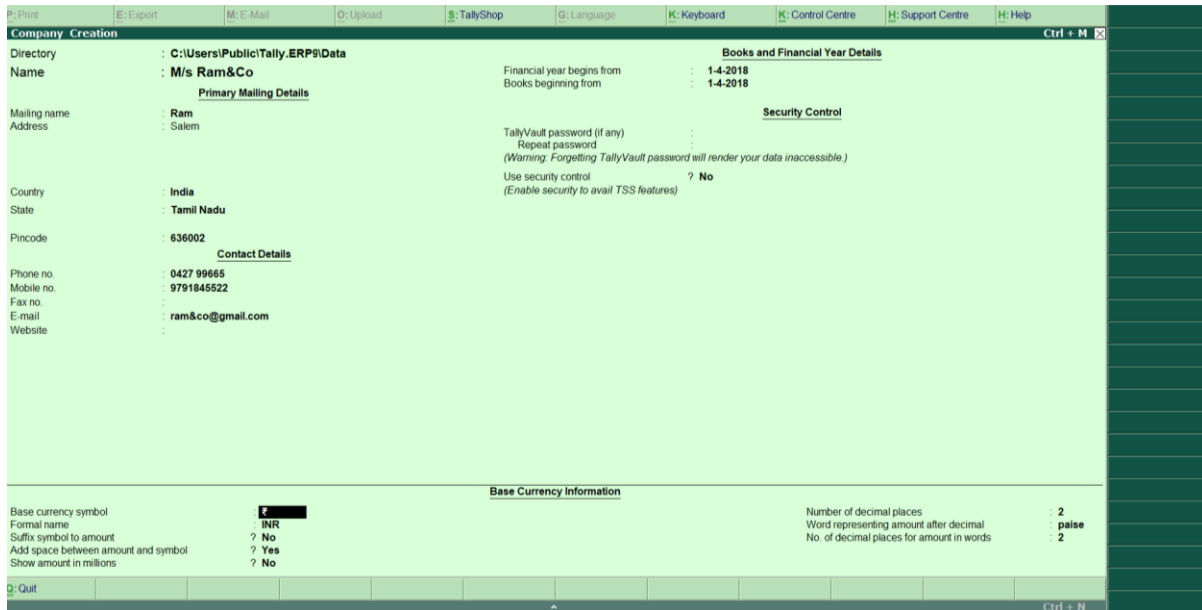


Fig 2: Company Creation Screen

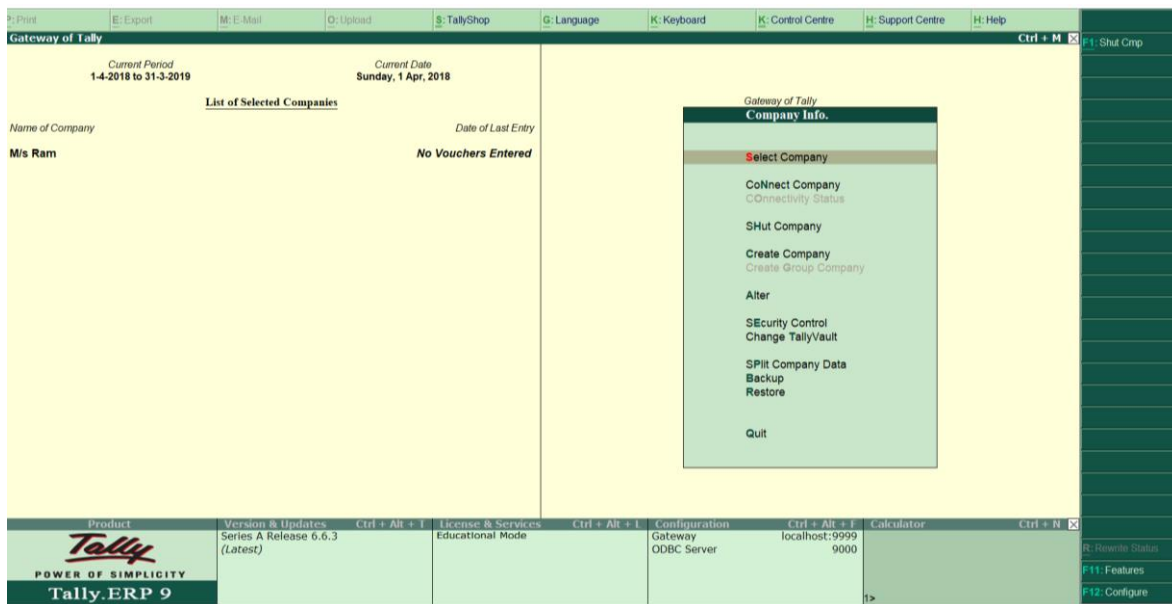


Fig 3: Company Created

## RESULT

Thus, a Company is created and altered in Tally.

## UNIT - II OBJECTIVES

The objectives of this unit are to master the creation and management of groups and ledgers in Tally. ERP 9, and to effectively set up inventory management by creating stock groups, categories, and units of measure for streamlined accounting and reporting.

EX. NO.: 2	<b>GROUP CREATION</b>

### AIM

To Create and use accounting Groups in Tally.

### PROCEDURE

#### Step 1:

Open Tally and create a company.

#### Step 2:

To Create a Group. Select Gateway of Tally → Accounts Info→ Groups→ single Group→ Create.

#### Step 3:

Enter the new Group name to be created under the required pre-defined Groups and fill in the Details in Group creation screen.

#### Step 4:

Accept the Group creation screen and the new Group is created.

#### Step 5:

More than one Group can be created at the same time by selecting Gateway of Tally→ Accounts Info→ Groups→ Multiple Groups→ Create.

#### Step 6:

To Display a Group. Select Gateway of Tally → Accounts Info→ Groups → Single Group→ Multiple Groups→ Display.

#### Step 7:



To Alter a Group. Select Gateway of Tally→ Accounts Info→ Groups →Single Group / Multiple Group→ Alter.

**Step 8:**

To delete a Group. Select Gateway of Tally→ Accounts Info→ Groups→ Single Group/ Multiple Group → Alter→ press Alt + D.

**ILLUSTRATION**

Create Groups Following the hierarchy shown below.

Sundry Debtors	-	Debtors – South
		Debtors – North
		Debtors – East
		Debtors – North East
		Debtors – West
		Debtors – International
Sundry Creditors	-	Creditors – South
		Creditors – North
		Creditors – East
		Creditors – North East
		Creditors – West
		Creditors – International

**SOLUTION**

<b>Name of the Group</b>	<b>Under</b>
Debtors – South	Sundry Debtors
Debtors – North	
Debtors – East	
Debtors – North East	
Debtors – West	
Debtors – International	
Creditors – South	Sundry Creditors
Creditors – North	
Creditors – East	
Creditors – North East	
Creditors – West	
Creditors – International	

# OUTPUT

*Gateway of Tally.....*

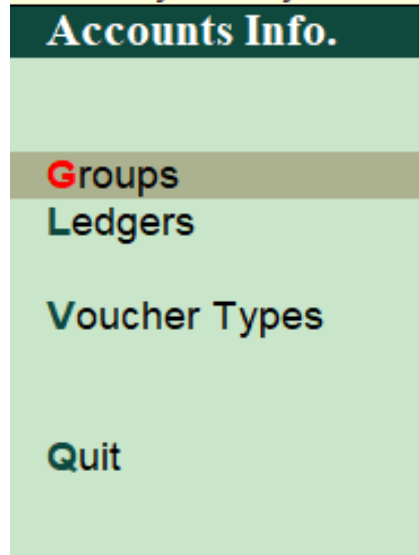


Fig 4: Accounts Info. Menu

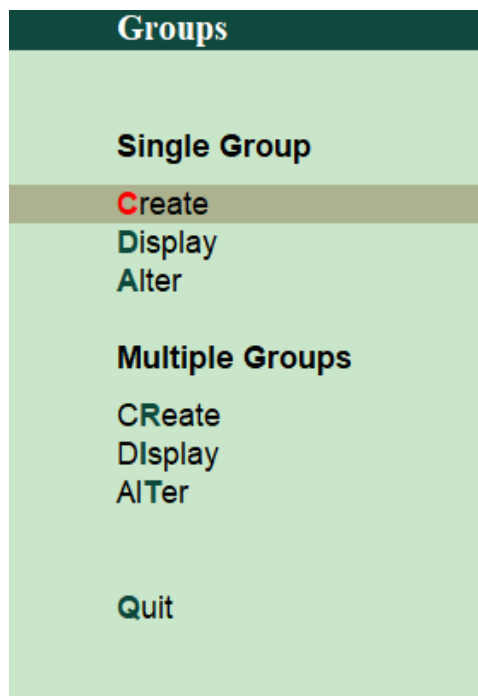


Fig 5: Groups Menu

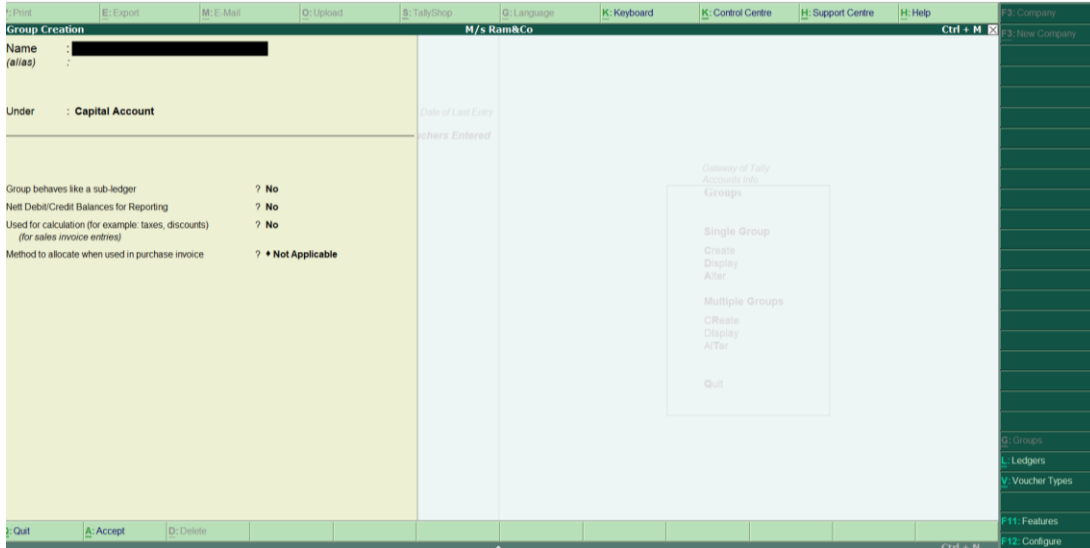


Fig 6: Single Group Creation

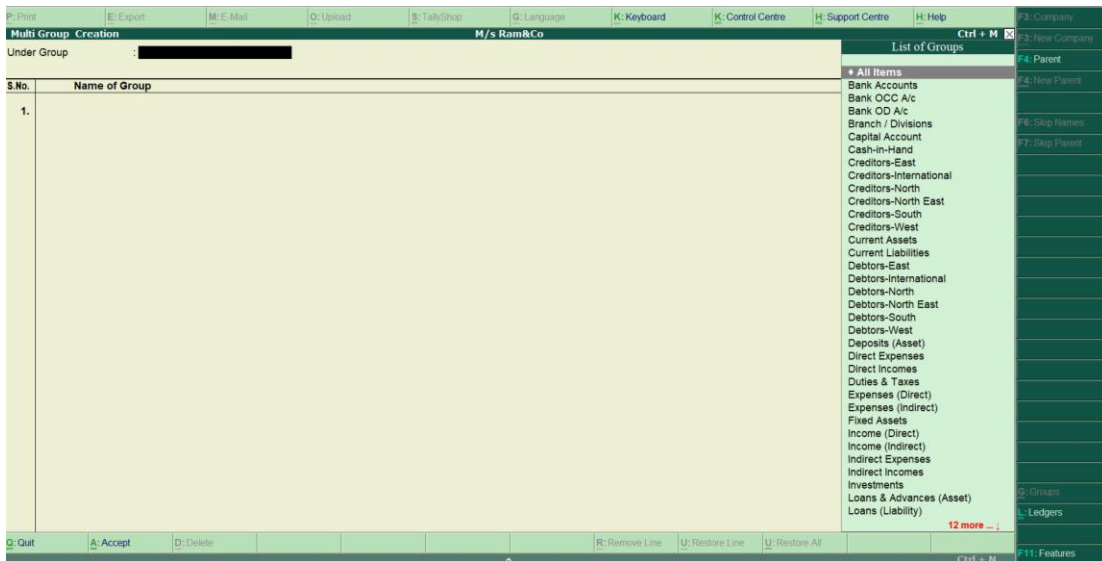


Fig 7: Multiple Group Creation

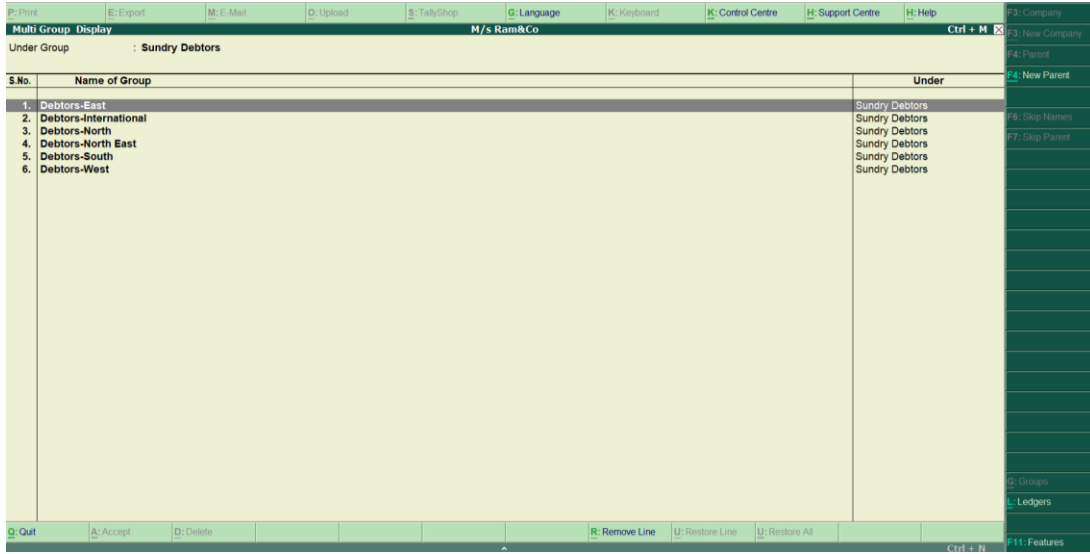


Fig 8: Group Created

**RESULT**

Thus, the necessary Groups are created in Tally.

EX. NO.: 3	<b>LEDGER CREATION</b>

**AIM**

To Create Accounting Ledger Under Appropriate Groups for a Company in Tally.

**PROCEDURE****Step 1:**

Open Tally and create a company.

**Step 2:**

To Create a Group. Select Gateway of Tally → Accounts Info → Groups → Single Group → Create. Enter the new Group name to be Create under the required pre-defined Groups Group and Fill in the details in Group creation Screen. Accept the Group creation screen and the new Group is created.

**Step 3:**

To create a ledger. Select Gateway of Tally → Accounts Info → Ledgers → Single ledger → Create.

**Step 4:**

In Ledger Creation screen. Enter the name of the ledger. In the option under. Enter the name of the appropriate Group.

**Step 5:**

Enter other details and accept the screen. The required ledgers are created.

**Step 6:**

More than one Ledger can be created at the same time by selecting Gateway of Tally → Account Info → Ledger → Multiple Ledger → Create.

**Step 7:**

To display a ledger, select Gateway of Tally →Accounts Info→ Ledger →Single ledger/Multiple ledger→ Display.

**Step 8:**

To Alter a ledger. Select Gateway of Tally → Accounts Info→ Ledger→ Single ledger/ multiple ledger→ Alter.

**Step 9:**

To delete a ledger, select Gateway of Tally → Account Info→ Single ledger/ multiple ledger→ Alter → Press Alt + D.

**ILLUSTRATION**

Create the Following ledger accounts for a company and place under appropriate Groups.

Name	Group	Opening Balance (Rs)
Lakshmi Handloom House	Debtors – South	40000 Dr
Rathaswamy textiles	Debtors – North	
Varma Corporation	Debtors – East	
Nandita textiles	Debtors – West	
Babu textiles	Debtors -North East	
Sakshi Cotton	Debtors – East	
Textiles Ltd	Debtors - International	
Mumbai textiles Ltd.	Debtors - International	
Windstor textiles Ltd.		
Citi Bank		200000 Dr
Bank OF India		55000 Dr
Sales – Domestic		

Sales - International		
Purchase		
Motor Car		50000 Dr
Furniture		10000 Dr



**SOLUTION**

<b>Name of the Ledger</b>	<b>Under Group</b>
Citi Bank	Bank Accounts
Bank OF India	Bank Accounts
Sales – Domestic	Sales Accounts
Sales – International	Sales Accounts
Purchase	Purchased Accounts
Motor Car	Fixed Assets
Furniture	Fixed Assets

# OUTPUT

*Gateway of Tally.....*

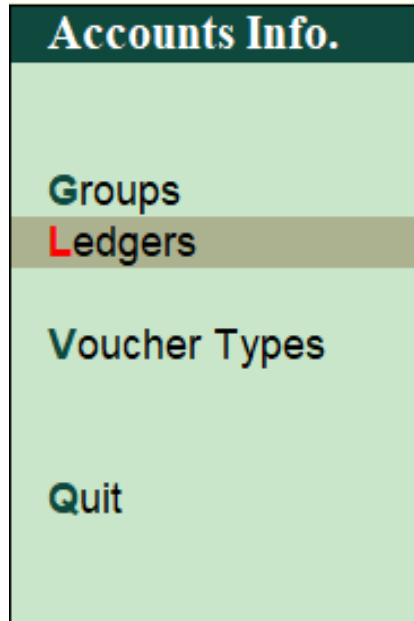


Fig 9: Accounts Info. Menu

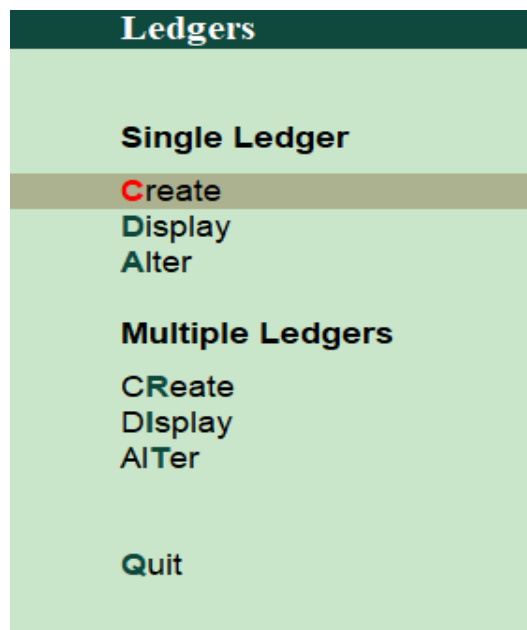


Fig 10: Ledgers Menu

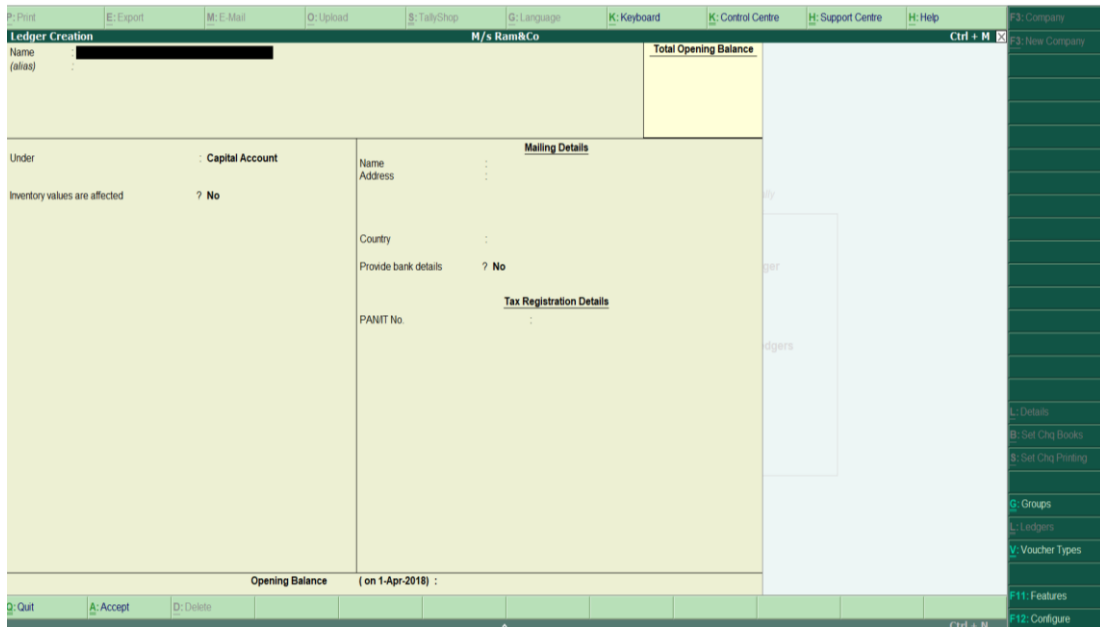


Fig 11: single ledger creation

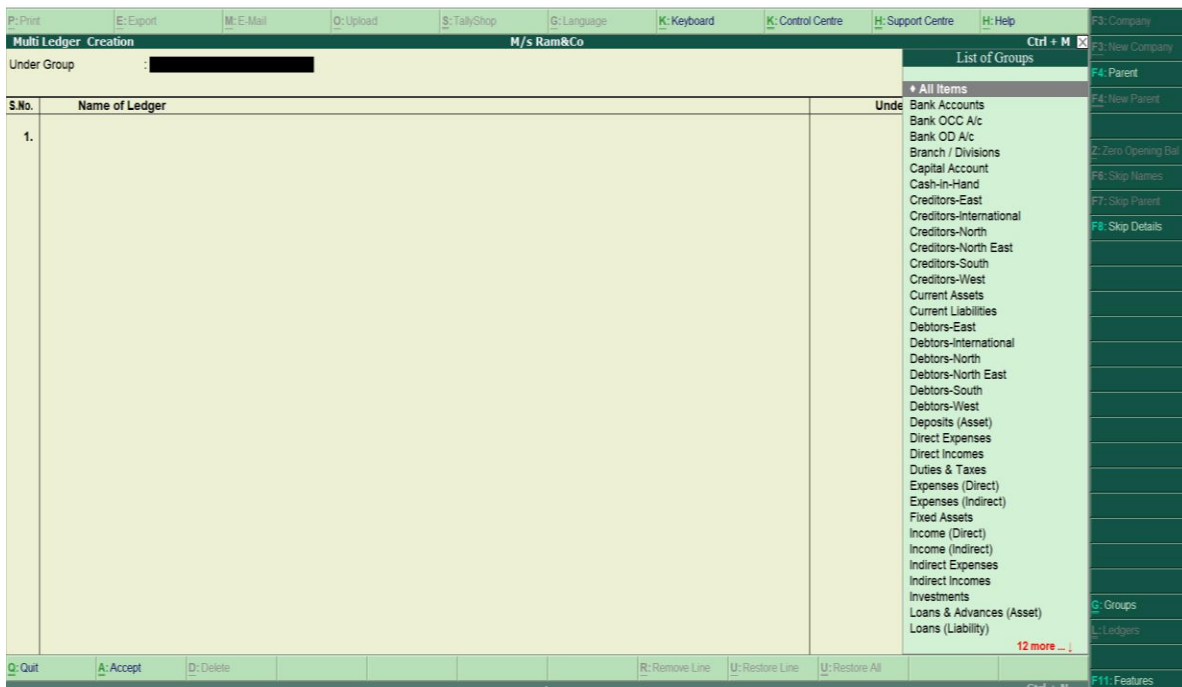


Fig 12: Multiple Ledger Creation

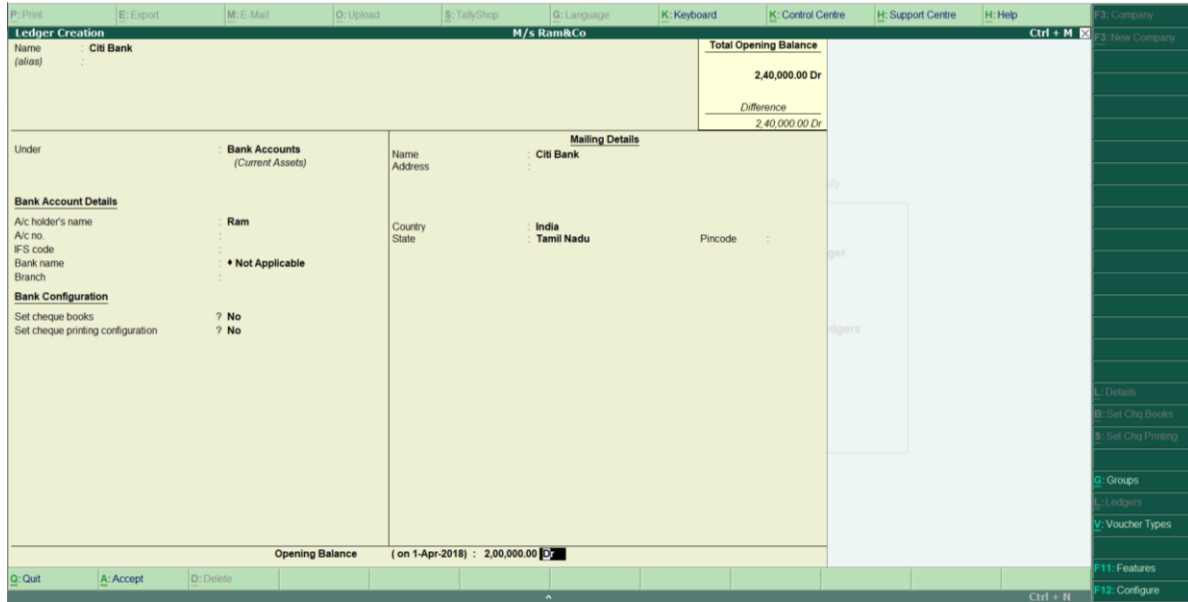


Fig 13: single ledger Created

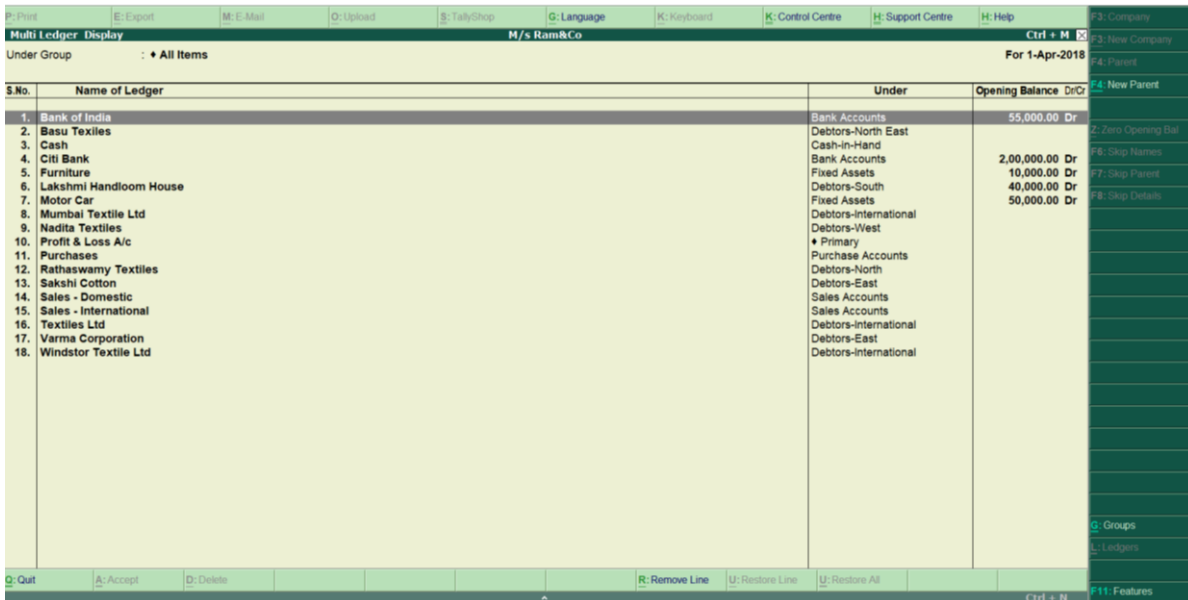


Fig 14: Multiple Ledgers Created

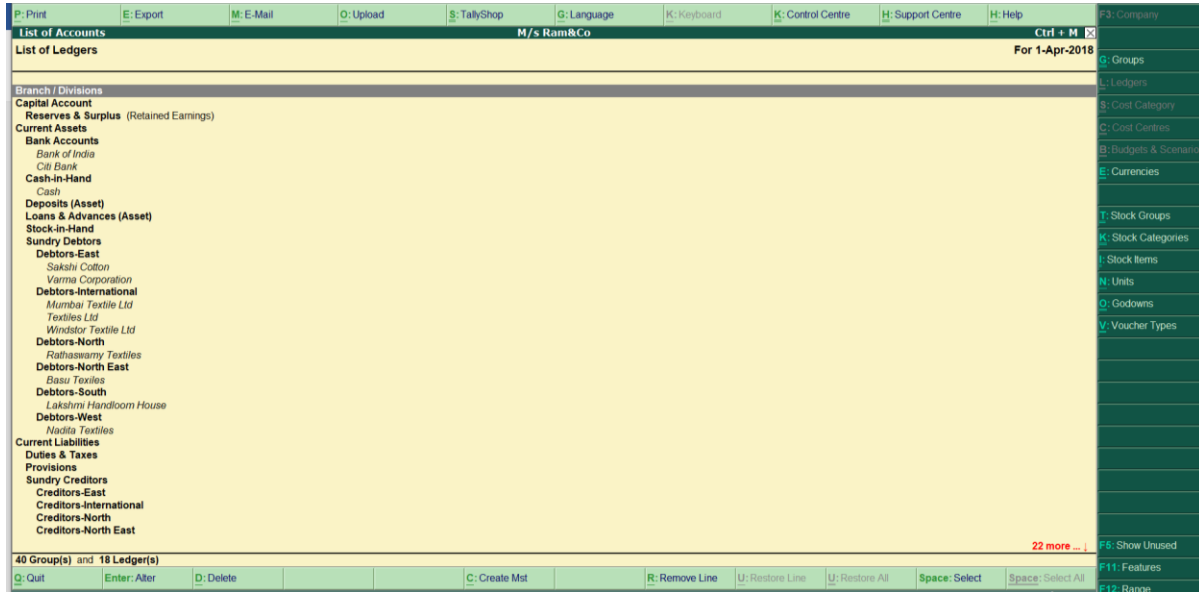


Fig 15: List of Accounts

## RESULT

Thus, the necessary ledgers are created in Tally.

EX. NO.: 4

**INVENTORY MASTER CREATION****AIM**

To create units of measure, stock items, stock categories and stock groups in Tally.

**PROCEDURE****Step 1:**

Open Tally and create a company

**Step 2:**

To create Units of Measure, select Gateway of Tally→ Inventory Info→ Units of Measures→ Create. Enter the type of unit as Simple or Compound, Symbol and formal name. Accept the Unit Creation Screen and the units of measure are created.

To display units of measures, select Gateway of Tally→ Inventory Info→ Units of measure → Display. To alter a Unit of measures, select Gateway of Tally→ Inventory Info→ Units of measures→ Alter. To Delete Units of Measures, Select Gateway of Tally→ Inventory Info→ Units of Measures→ Alter→ Press Alt + D.

**Step 3:**

To create a single Stock Group, Select Gateway of Tally→ Inventory Info →Stock Groups→ Single→ Create. To Create Multiple Stock Group, Select Gateway of Tally→ Inventory Info→ Stock Group→ Multiple→ Create. In Stock Group Creation Screen, Enter the Group Name and Accept the Screen. The Stock Groups Are Created.

To Display a Stock Group, Select Gateway of Tally→ Inventory Info→ Stock Groups→ Single Stock Group / Multiple Stock Group→ Display. To Alter a Stock Group, Select Gateway of Tally→ Inventory Info→ Stock Group→ Single Stock Group / Multiple Stock Group→ Alter. To Delete a Stock Group, Select Gateway of Tally→ Inventory Info→ Stock Groups/ Single Stock Group / Multiple Stock Group→ Alter→ Press Alt + D.

**Step 4:**

Activate Stock Categories through Maintain Stock Categories in F11: Company Features →F2: Inventory. To Create Single Stock Categories. Select Gateway of Tally→ Inventory Info→ Stock Category→ Single → Create. To Create Multiple Stock Categories, Select Gateway of Tally →Inventory Info →Stock Category →Multiple→ Create. In Stock Category Creation Screen, Enter the Name of The Stock Category Under the Appropriate Stock Group and Accept the Screen. The Stock Categories Are Created.

To Display a Stock Category. Select Gateway of Tally → Inventory Info→ Stock Categories→ Single Stock Category / Multiple Stock Categories →Display. To Alter a Stock Category, Select Gateway of Tally →Inventory Info→ Stock Category→ Multiple Create. In Stock Category Creation Screen, Enter the Name of The Stock Category Under the Appropriate Stock Group and Accept the Screen. The Stock Categories Are Created.

**Step 5:**

To Create Single Stock Item; Select Gateway of Tally→ Inventory Info→ Stock Item→ Single→ Create. To Create Multiple Stock Item, Select Gateway of Tally→ Inventory Info→ Stock Item→ Multiple→ Create. Enter The Required Details and Accept the Screen. The Stock Items Are Created.

To Display a Stock Item. Select Gateway of Tally→ Inventory Info→ Stock Item→ Single Stock Item/ Multiple Stock Item→ Display. To Alter a Stock Item, Select Gateway of Tally→ Inventory Info→ Stock Items→ Single Stock Item/ Multiple Stock Item→ Alter. To Delete a Stock Item, Select Gateway of Tally→ Inventory Info→ Stock Groups→ Single Stock Item/ Multiple Stock Item→ Alter→ Press Alt +D.

**Step 6:**

The Created Stock Groups, Stock Categories, Stock Items and Units of Measure can be viewed under Gateway of Tally→ Inventory Info.

**ILLUSTRATION**

Create the following in Tally

Stock Group	-	Group A	-	Televisions
		Group B	-	Music System
Stock Categories	-	Television	-	21 Inches and 25 Inches
		Music System	-	Tape Recorder and CD
Player				
Stock Item	-	Television		
		21" - A11 - Panasonic		25" - A12 -
Panasonic				
		A21 - Onida		A22 - Onida
		A31 - Sony		A32 - Sony
		Music System		
		Tape - B11 - Panasonic		CD - B12 -
Panasonic				
		B21 - Sony		B22 - Sony

**Create numbers (Nos) in units of measures.**



**SOLUTION**

<b>Stock Item</b>	<b>Stock Category</b>	<b>Stock Group</b>
A11- Panasonic	21 Inches	Television
A21- Onida	21 Inches	Television
A31- Sony	21 Inches	Television
A12- Panasonic	25 Inches	Television
A22-Onida	25 Inches	Television
A32- Sony	25 Inches	Television
B11- Panasonic	Tape Recorder	Music System
B21- Sony	Tape Recorder	Music System
B12- Panasonic	CD Player	Music System
B22- Sony	CD Player	Music System

# OUTPUT

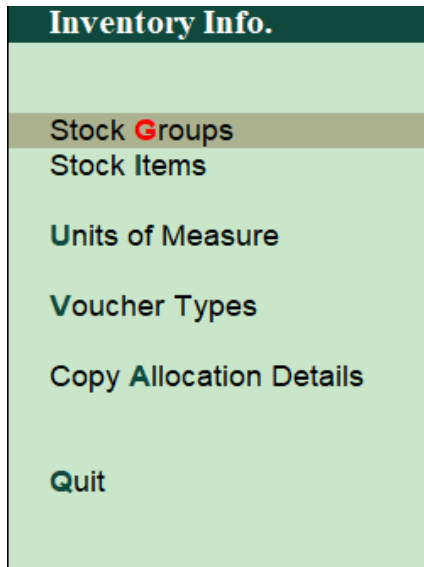


Fig 16: Inventory Info. Menu



Fig 17: Units Menu



Fig 18: Stock Groups Menu

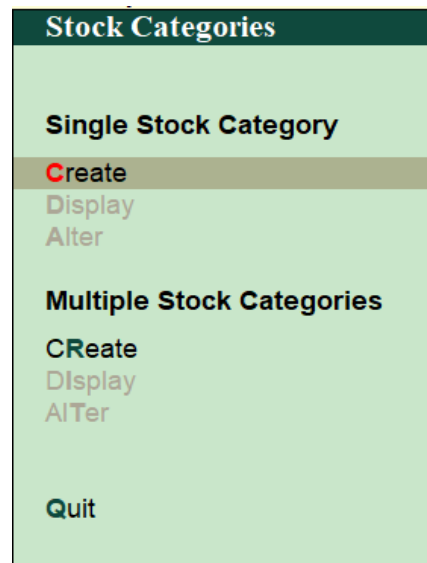


Fig 19: Stock Categories Menu

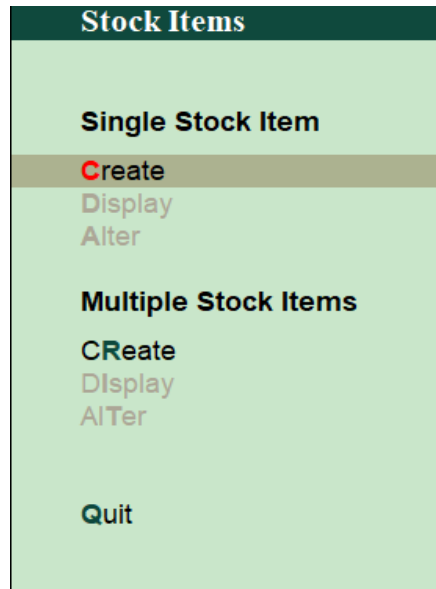


Fig 20: Stock Item Menu

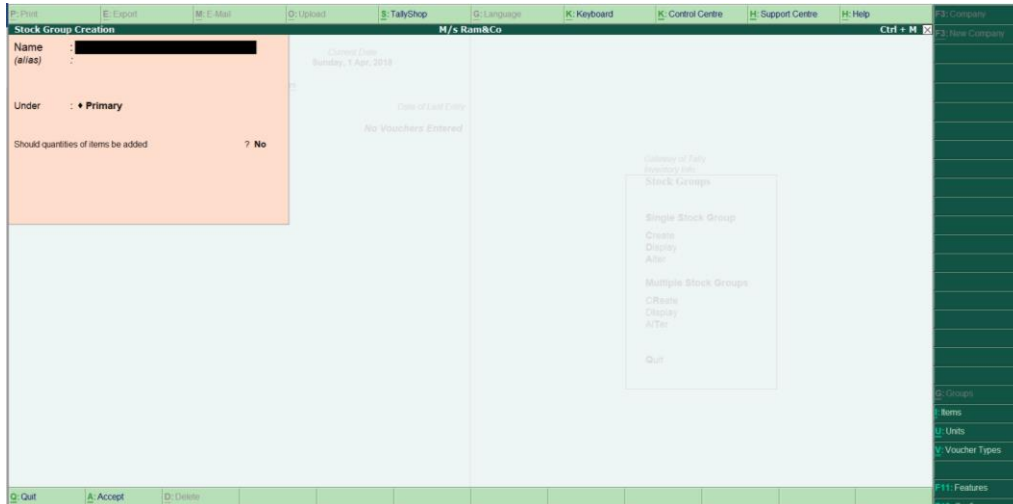


Fig 21: Single Stock Group Creation

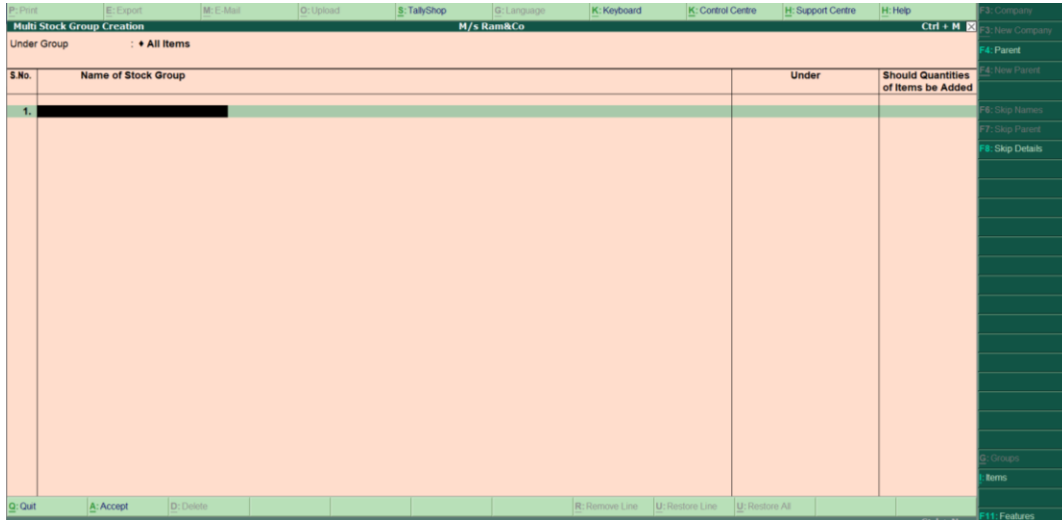


Fig 22: Multiple Stock Group Creation

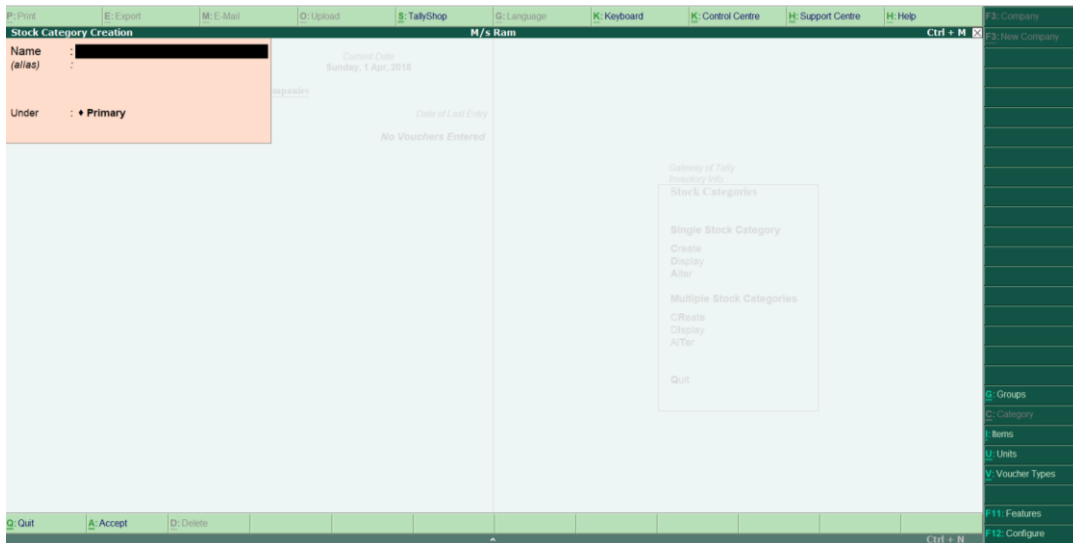


Fig 23: Single Stock Category Creation

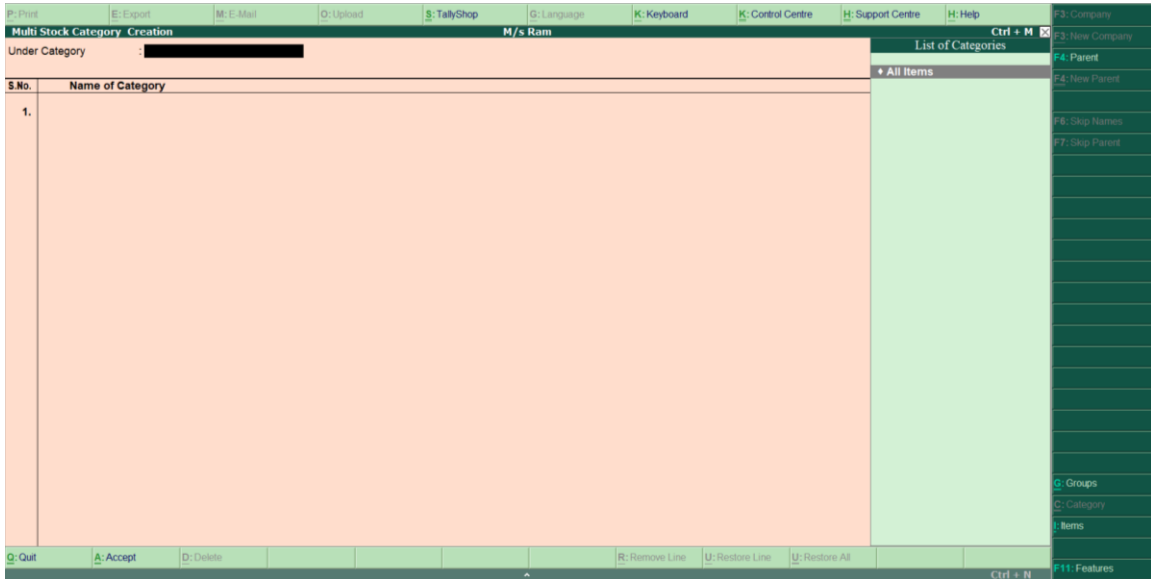


Fig 24: Multiple Stock Category Creation

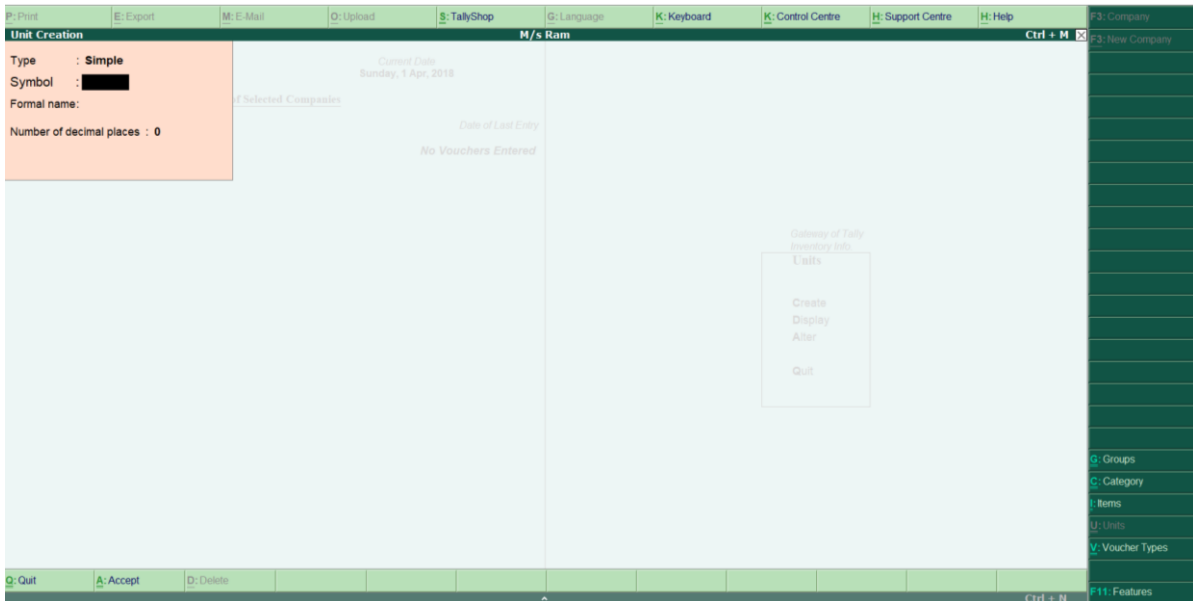


Fig 25: unit creation

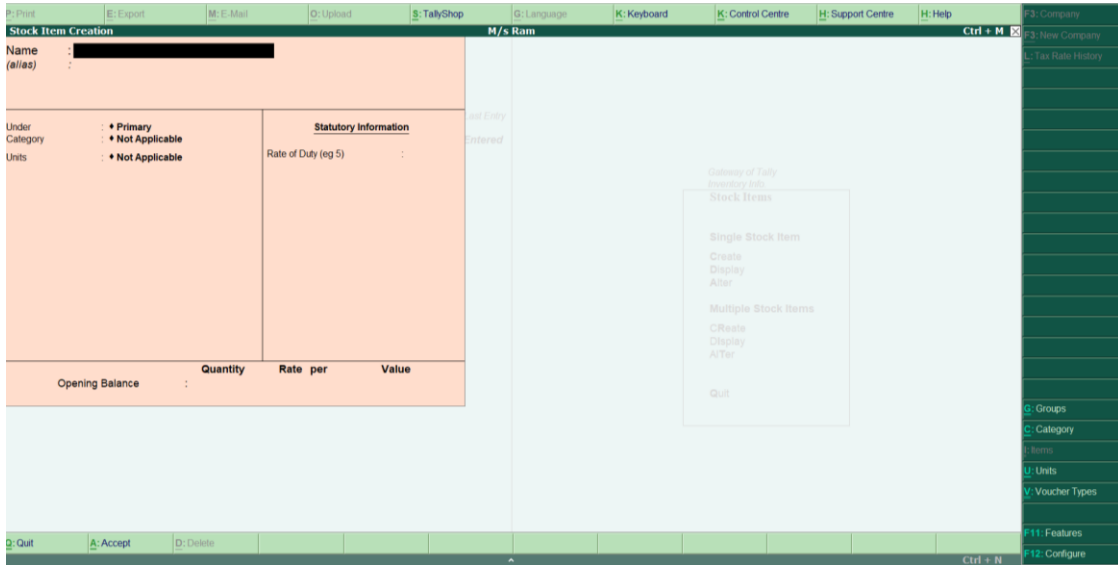


Fig 26: Single Stock Item Creation

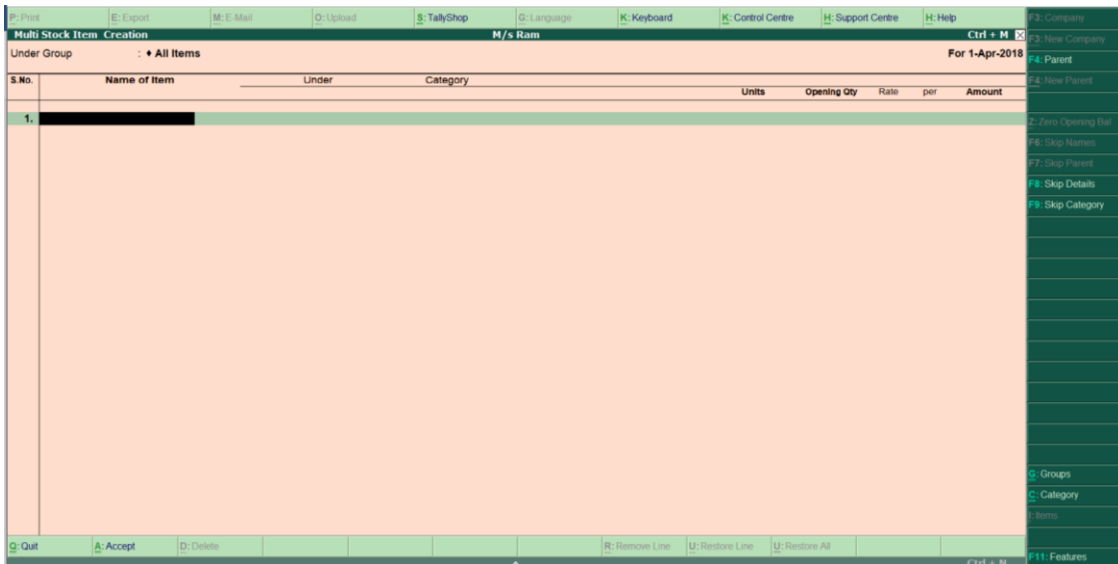


Fig 27: Multiple Stock Item Creation

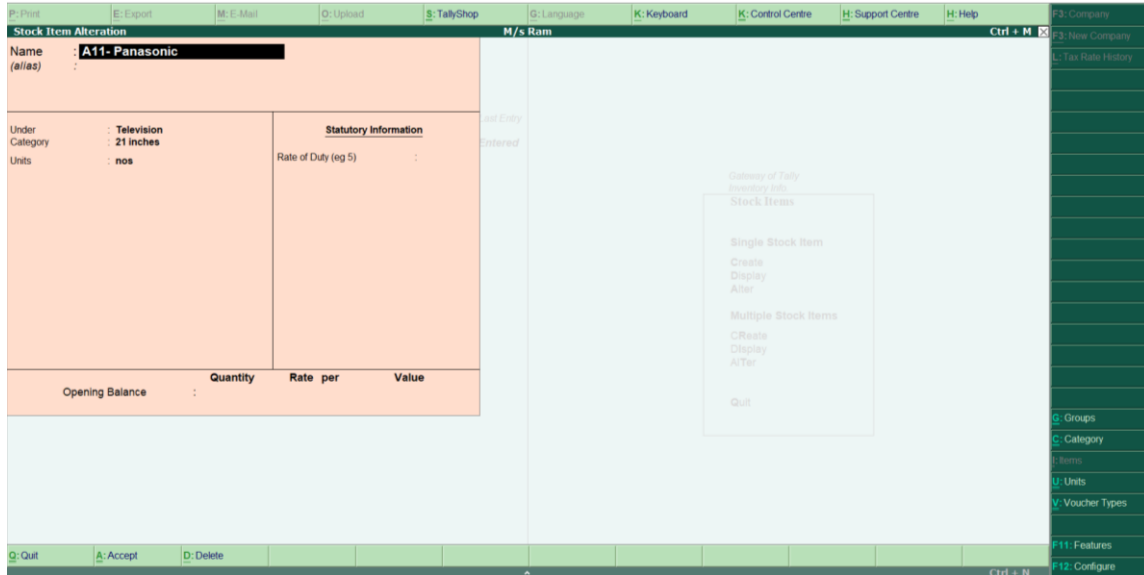


Fig 28: Stock Item Creation

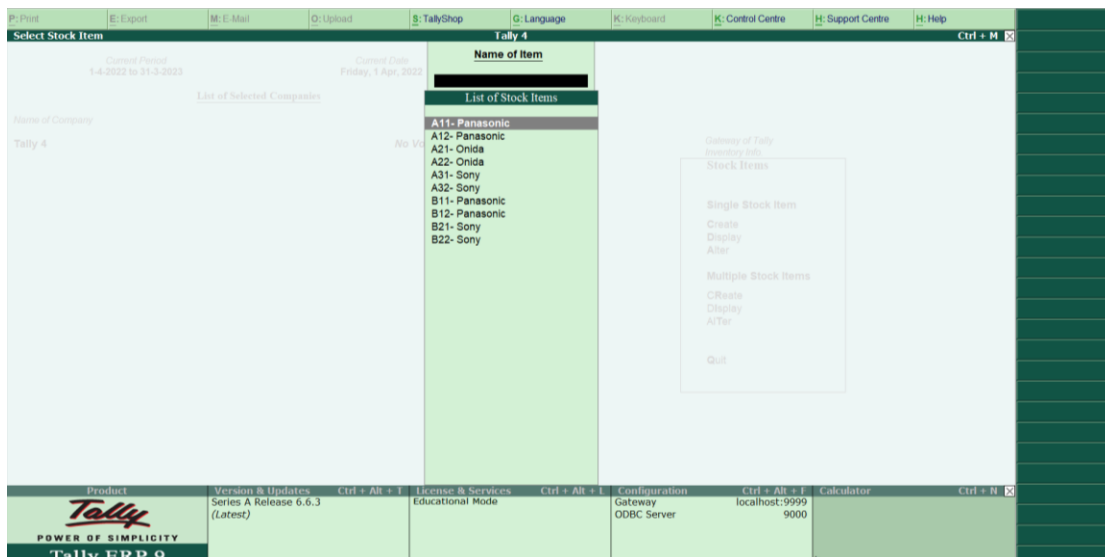


Fig 29: Stock Item

**RESULT**

Thus, the required units of measures, stock item, stock categories and stock Groups are created in Tally

## UNIT - III OBJECTIVES

The objectives of this unit are to proficiently handle voucher entries and advanced accounting tasks in Tally. ERP 9. This includes understanding various voucher types, managing invoicing and bill-wise details, utilizing cost centers for expense tracking, performing bank reconciliation, and effectively managing different accounting scenarios.

EX. NO.: 5	<b>VOUCHER TYPE CREATION</b>

### AIM

To create voucher type and use inventory masters of Tally in Point of Sale.

### PROCEDURE

#### Step 1:

Open Tally and create company.

#### Step 2:

Create ledgers using Gateway of Tally → Accounts Info → Ledgers → Single ledgers → Create under appropriate groups.

#### Step 3:

Select Gateway of Tally → Accounts Info → Voucher type → Create. In voucher type creation screen, enter the name as Point of Sales Invoice under sales. Set voucher numbering as automatic. Set yes for Common narration. Set Yes for Use for POS invoicing? Accept the screen after setting the Print message 1 and 2.

#### Step 4:

Go to Gateway of Tally → accounting vouchers. Press F8 From the popup dialogue box, select point of Sale invoice. Press Ctrl + P to toggle between Multi Payment modes. Enter the point of sale transaction and accept the voucher.



**ILLUSTRATION**

Sindhu went to a supermarket to purchase eatables for her stall. The Following items were purchased

Biscuits	20 packets	@Rs15/pkt
Ice creams	10 box	@Rs80/box
Wafers	12packets	@Rs20/pkt
Chocolates	15 pieces	@Rs120/pc
Pen	200 pieces	@Rs3/pc
Pencil	200 pieces	@Rs2/pc
Candies	200 pieces	@Rs2/pc

She paid Rs.3000 in cash remaining by cheque. Prepare Point of Sale invoice.

**SOLUTION**

Name of the Ledger	Under Group
Bank	Bank Accounts
Sindhu	Sundry Debtors
Sales	Sales Accounts

<b>Stock Items</b>	<b>Under</b>	<b>Nos</b>	<b>Price</b>	<b>Amount</b>
Biscuits	Eatables	20	15	300
Ice Creams	Eatables	10	80	800
Wafers	Eatables	12	20	240
Chocolates	Eatables	15	120	800
Candies	Eatables	200	2	400
Pen	Stationeries	200	3	600
Pencil	Stationeries	200	2	400
		Cash-3000 Cheque-1540		4540

# OUTPUT

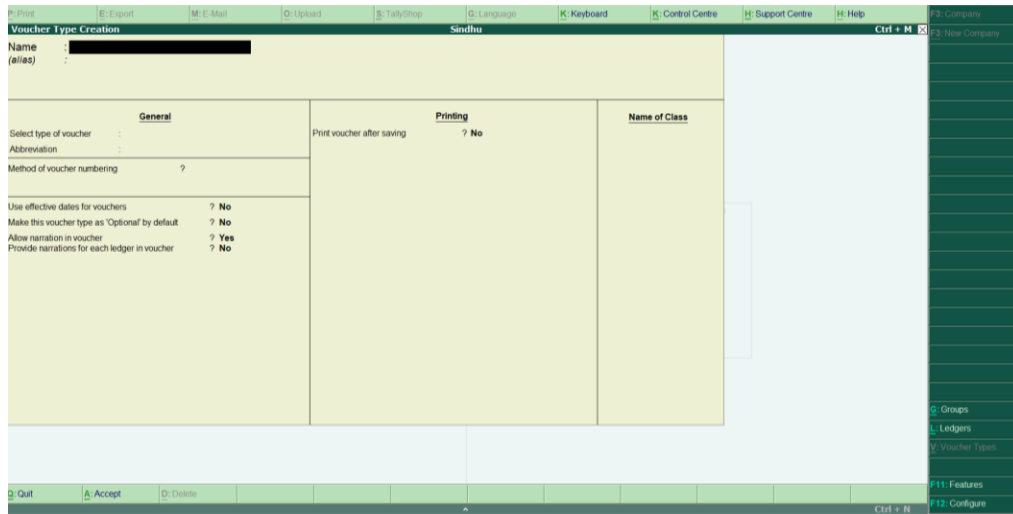


Fig 30: Voucher Type Creation

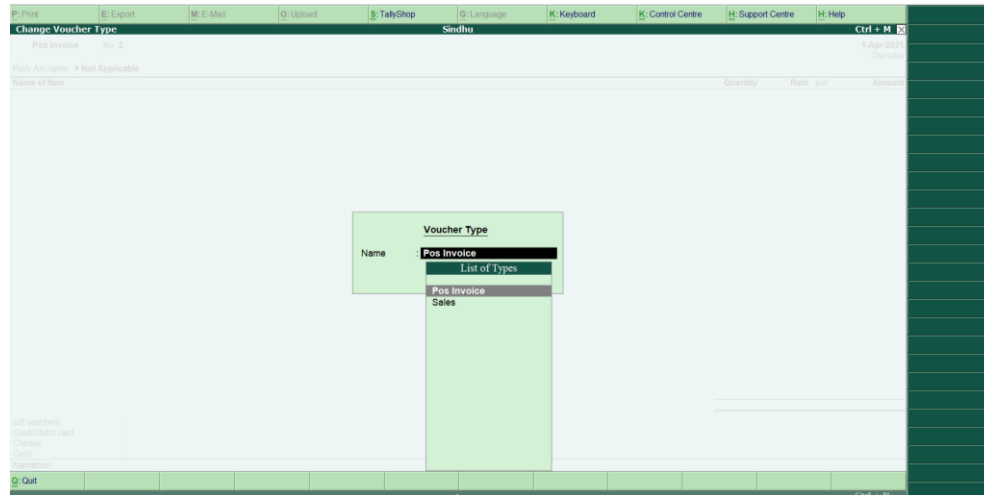


Fig 31: Change Voucher Type

The screenshot shows the 'Voucher Type Alteration' window for 'Pos Invoice'. The window is divided into three main sections: 'General', 'Printing', and 'Name of Class'. The 'General' section includes options for 'Select type of voucher' (Sales), 'Abbreviation' (Sale), 'Method of voucher numbering' (Automatic), and 'Use advanced configuration' (No). The 'Printing' section includes options for 'Print voucher after saving' (Yes), 'Use for POS invoicing' (Yes), 'Message to print (1)' (thank you), 'Message to print (2)' (visit again), 'Default title to print' (Yes), and 'Set/alter declaration' (No). The 'Name of Class' section is currently empty. At the bottom right, there is an 'Accept?' dialog box with 'Yes' and 'No' options. The top menu bar includes options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. The bottom status bar shows 'Quit', 'Accept', 'Delete', and 'Ctrl + N'.

Fig 32: Voucher Type Created

The screenshot shows the 'Accounting Voucher Alteration' window for a 'Pos Invoice' (No. 1) dated 1-Apr-2021. The 'Partly A/c name' is 'Sindhu'. The table below lists items with their quantities, rates, and amounts:

Name of Item	Quantity	Rate per	Amount
Biscuits	20 pkt	15.00 pkt	300.00
Ice Cream	10 box	80.00 box	800.00
Wafers	12 pkt	20.00 pkt	240.00
Chocolate	15 pc	120.00 pc	1,800.00
Pen	200 pc	3.00 pc	600.00
Pencial	200 pc	2.00 pc	400.00
Candies	200 pc	2.00 pc	400.00
			<b>4,540.00</b>

Below the table, the following information is displayed:

- Gift vouchers: 0.00
- Credit/debit card: 0.00
- Cheque: 0.00
- Cash: 3,000.00
- Bank name: State Bank of India
- Cash tendered: 4,000.00
- Balance: 1,000.00
- Cheque no.: 7456984

The bottom status bar shows 'Quit', 'Accept', 'Delete', 'Cancel', 'Ctrl + Alt + T', 'License & Services', 'Ctrl + Alt + L', 'Configuration', 'Gateway', 'local host: 9999', 'Calculator', and 'Ctrl + N'.

Fig 33: PoS Invoice

**RESULT**

Thus, voucher type is Created and inventory masters are used in Tally.

EX. NO.: 6

**ACCOUNTING VOUCHER CREATION****AIM**

To create accounting vouchers in Tally.

**PROCEDURE****Step 1:**

Open Tally and create company.

**Step 2:**

Create ledgers using Gateway of Tally → Accounts Info → Ledger → Single ledgers → Create under appropriate groups.

**Step 3:**

To enable Memo and Optical vouchers, select Gateway of Tally → F11: Features → F1: Accounting Features. Set yes to use Reversing Journals & optical vouchers?

**Step 4:**

Select Gateway of Tally → accounting vouchers to pass the accounting vouchers. Select the necessary voucher through

F4: Contra voucher

F5: Payment voucher

F6: Receipt voucher

F7: Journal voucher

F8: Sales voucher

F9: Purchase voucher

Ctrl + F10: Memos

Ctrl + L: Optional

**Step 5:**

Enter the other details and accept the screen. The required vouchers are created.

**Step 6:**

View the entire recorded journal in Gateway of Tally → Display → Day Book

**ILLUSTRATION**

The Following Information has been extracted From Mr. Siva`s book. Journalise the Following transactions.

<b>April 2018</b>	<b>Particulars</b>	<b>Rs.</b>
1	Received cash From Kumar	10,000
2	Purchased goods For Cash	3,000
3	Sold goods to Gopal	2,400
4	Paid Krishnaram	800
5	Received From Gopal	200
6	Bought Furniture From Kumar	400
7	Paid into bank	800
8	Paid Rent	560
9	Paid Salary	1,000

**SOLUTION**

<b>Name of the Ledger</b>	<b>Journal</b>	<b>Amount</b>	<b>Under</b>	<b>Voucher</b>
Cash a/c Kumar a/c	Cash a/c      Dr To Kumar a/c	10000	- Sundry Debtors	Receipt
Purchase a/c Cash a/c	Purchase a/c      Dr To Cash a/c	30000	Purchase Account -	Purchase
Gopal a/c Sales a/c	Gopal a/c      Dr To Sales a/c	2400	Sundry Debtors Sales Account	Sales
Krishna a/c Cash a/c	Krishnaram a/c      Dr To Cash a/c	800	Sundry Creditors -	Payment
Cash a/c Gopala/c	Cash a/c      Dr To Gopal a/c	200	- Sundry Debtors	Receipt

Furniture a/c Kumar a/c	Furniture a/c To Kumar a/c	Dr	400	Fixed Asset Sundry Debtors	Journal
Bank a/c Cash a/c	Bank a/c To Cash a/c	Dr	800	Bank Accounts -	Contra
Rent a/c Cash a/c	Rent a/c To Cash a/c	Dr	560	Indirect Exp -	Payment
Salary a/c Cash a/c	Salary a/c To Cash a/c	Dr	1000	Indirect Exp -	Payment

## OUTPUT

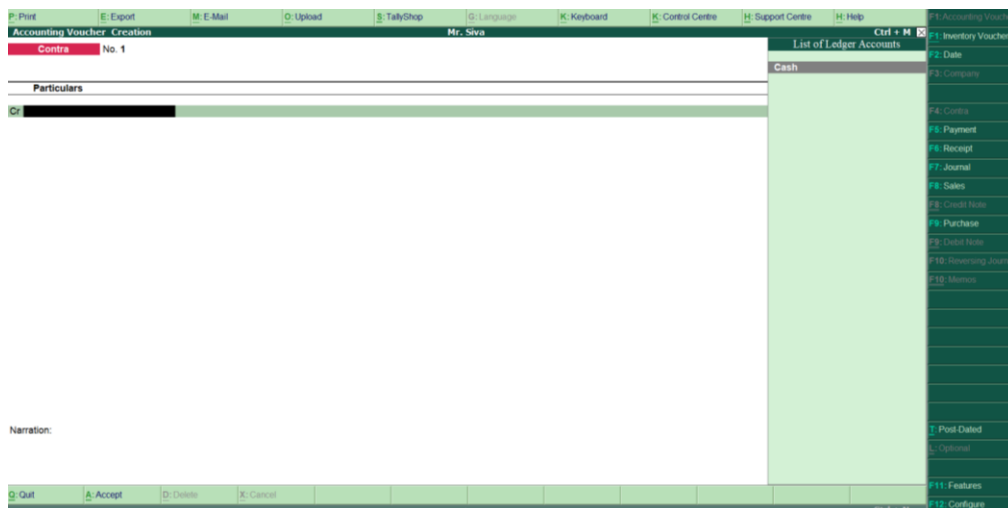


Fig 34: Contra Voucher

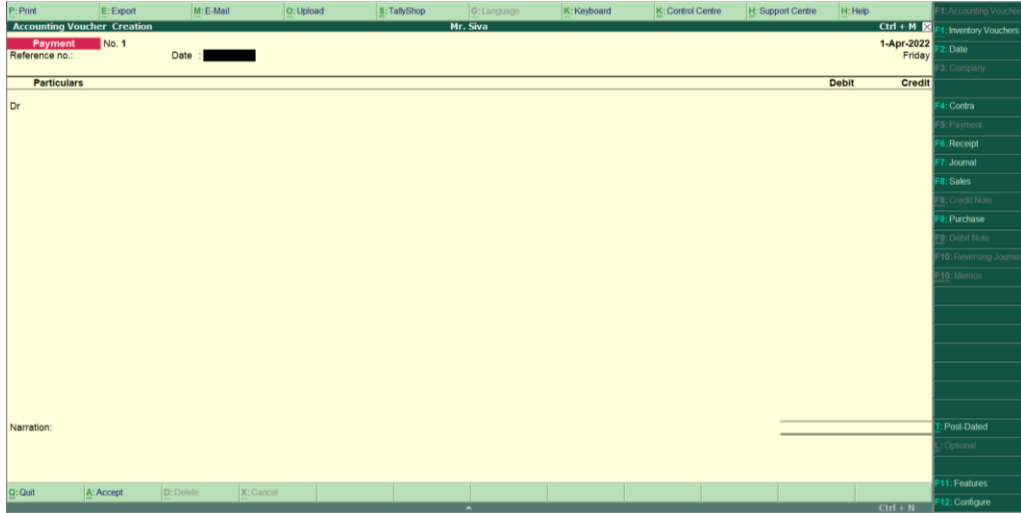


Fig 35: Payment Voucher

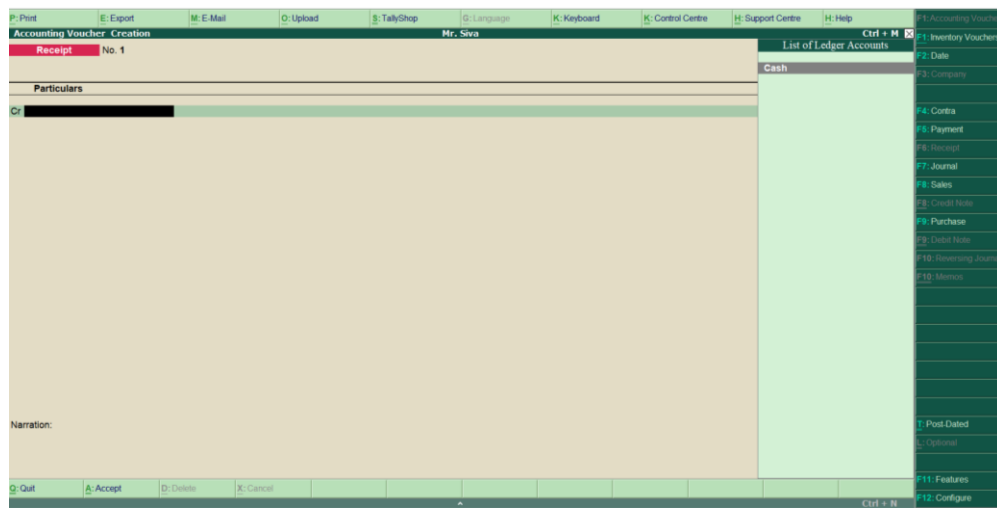


Fig 36: Receipt Voucher



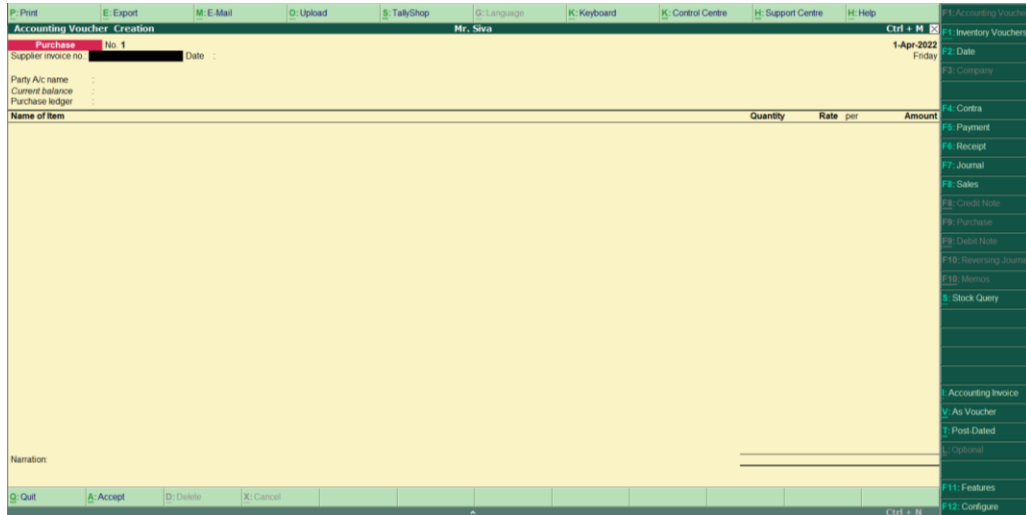


Fig 37: Purchases Voucher

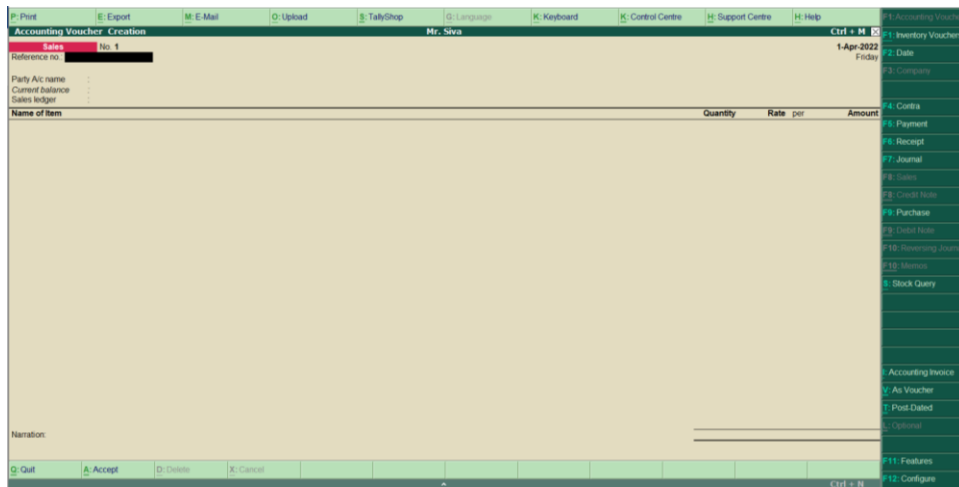


Fig 38: Sales Voucher

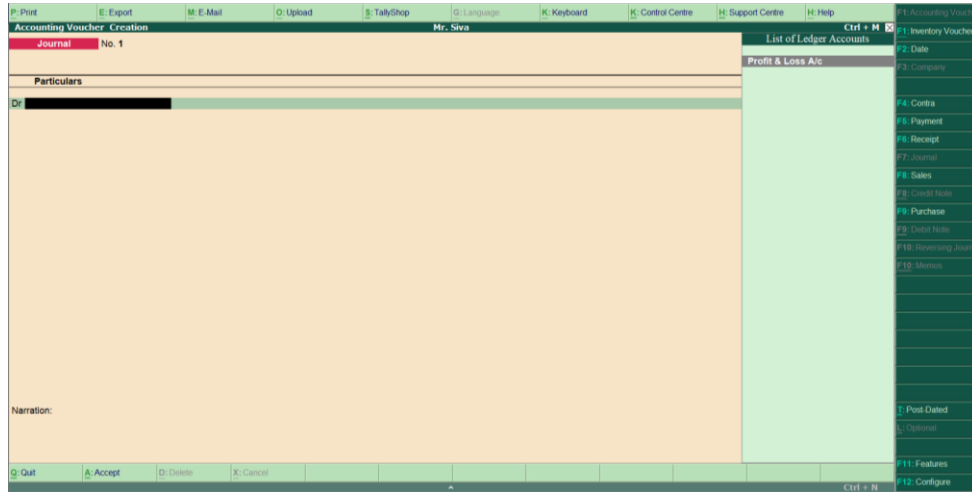


Fig 39: Journal Voucher

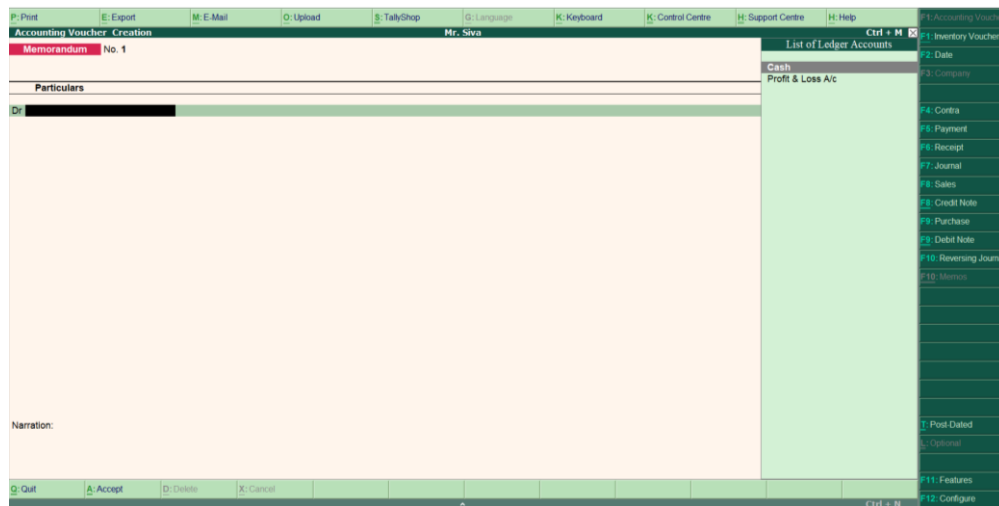


Fig 40: Memo Voucher

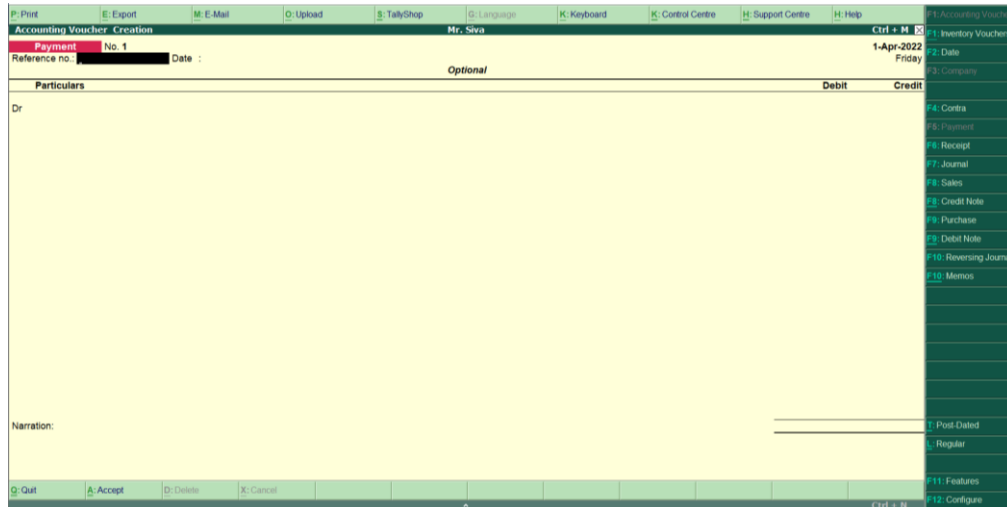


Fig 41: Optional Voucher

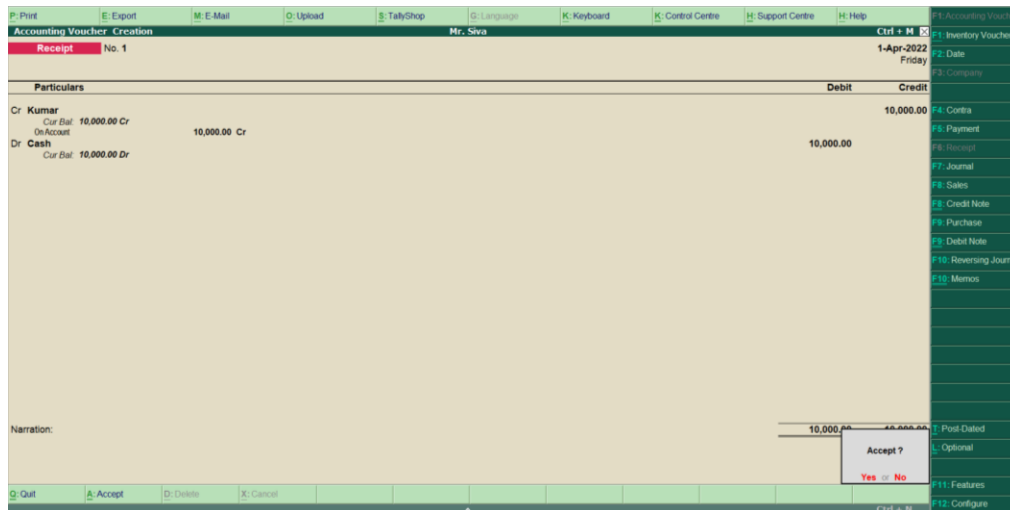


Fig 42: Voucher Created

**RESULT**

Thus, the accounting vouchers are created in Tally.

EX. NO.: 7

**INVENTORY VOUCHER CREATION****AIM**

To Create Inventory vouchers in Tally

**PROCEDURE****Step :1**

Open Tally and Create a company.

**Step :2**

In F11: Features → F2: Inventory, activate the options Allow purchases order processing? and Allow sales order processing?

**Step 3**

Activate Allow invoicing? In F11: Features and enable the option Inventory values are affected while creating ledgers to Yes.

**Step 4**

Create the necessary accounting and Inventory ledgers

**Step 5**

Select Gateway of Tally → Inventory vouchers. Select Alt+F4 For purchase order and select Alt +F5 For sales order. Fill the required details and accept the voucher.

**Step 6**

To view order position, select Gateway of Tally →Stock Summary. Press Alt+F7: order→ Net Stock to view the stock.

**ILLUSTRATION**

From the Following Information of M/s Kumar & Co, prepare the necessary orders and invoices

September 2	purchased from Latha stores 100 bags of 100 kgs each wheat @ Rs. 50/bags.
September 4	sold to Jamal & co 60 bags of wheat @ Rs. 65/bag.
September 7	purchased from Sulabh stores 25tins of oil @Rs.75/tin. 5 tins of Vanaspathi @60/tin.
September 12	sold to Jamal & co 5tins of oil @ Rs.85/ tin. 2tin of Vanaspathi @Rs. 75/tin. Trade discount 3%

**SOLUTION**

<b>Name of the Ledger</b>	<b>Under Group</b>
Latha Stores	Sundry Creditors
Sulabh Stores	Sundry Creditors
Jamal and Co.	Sundry Debtors
Purchase	Purchase Accounts
Sales	Sales Accounts
Discount Allowed	Indirect Expenses

**Purchase Order and Invoice**

## 1. Latha Stores

Item	Number	Price	Amount
Wheat	100 Bags	50	5000
Total			5000

## 2. Sulabh Stores

Item	Number	Price	Amount
Oil	25tins	75	1875
Vanaspathi	5tins	60	300
Total			2175

**Sales Order and Invoice**

## 1. Jamal &amp;Co

Item	Number	Price	Amount
Wheat	60 Bags	65	3900
Oil	5tins	85	425
Vanaspathi	2tins	75	150
Total			4475
Trade Discount3%			134.25

OUTPUT



Fig 43: Inventory Feature

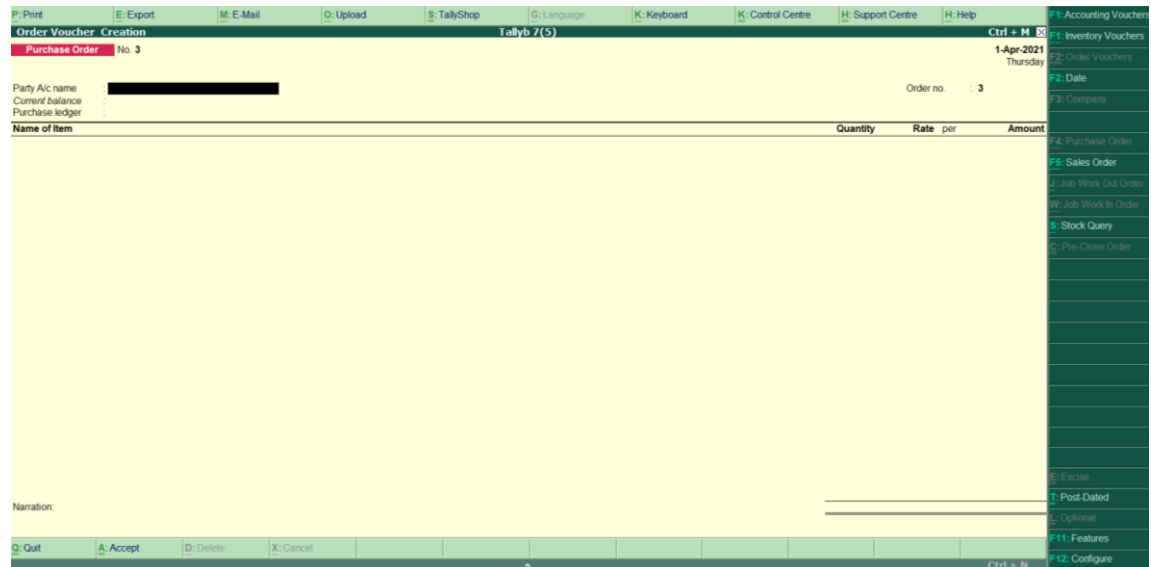


Fig 44: Purchases Order Creation

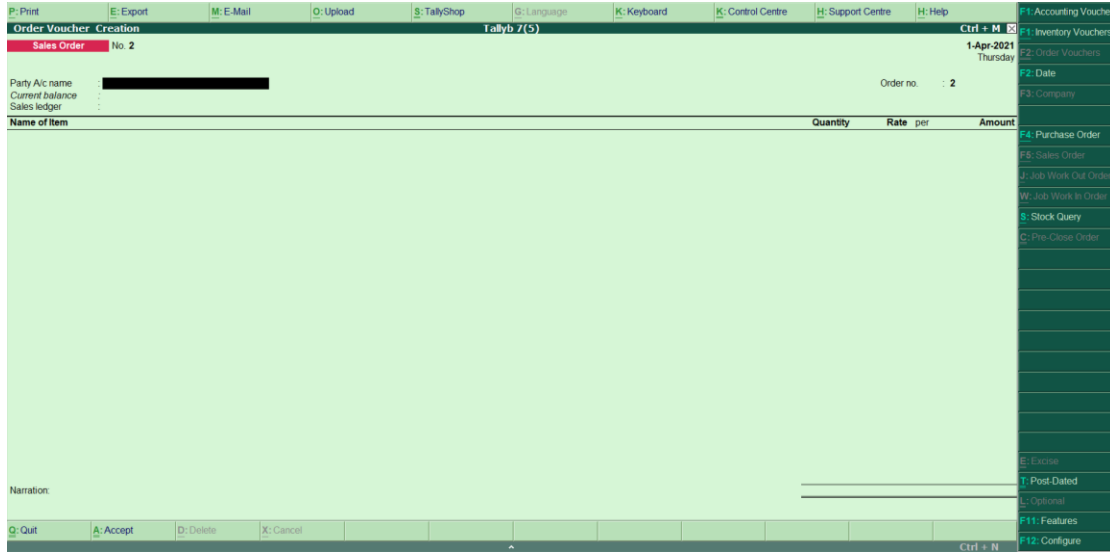


Fig 45: Sales Order Creation

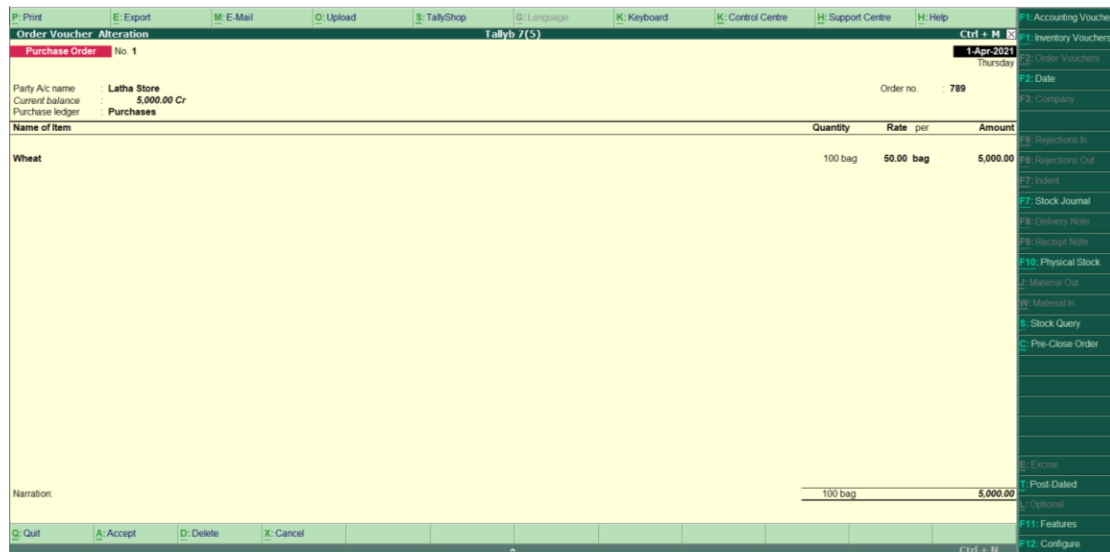


Fig 46: Purchases Order Created



**Sales Order Voucher** No. 1  
 Date: 1-Apr-2021  
 Order no.: 654

Name of Item	Quantity	Rate per	Amount
Wheat	60 bag	65.00 bag	3,900.00
Oil	5 tin	85.00 tin	425.00
Vanaspathu	2 tin	75.00 tin	150.00
			<b>4,475.00</b>
Discount Allowed		3 %	134.25
			<b>4,609.25</b>

Party A/c name: Jamal and Co  
 Current balance: 4,492.25 Dr  
 Sales ledger: Sales

Fig 47: Sales Order Created

**Stock Summary** Tallyb 7(5)  
 Stock in Hand  
 Tallyb 7(5)  
 For 1-Apr-2021

Particulars	Closing Balance	
	Quantity	Value
Oil	20 tin	1,500.00
Vanaspathu	3 tin	180.00
Wheat	40 bag	2,000.00
<b>Grand Total</b>		<b>3,680.00</b>

Fig 48: Stock Summary

**RESULT**

Thus, inventory vouchers are Created in Tally

EX. NO.: 8

**BANK RECONCILIATION STATEMENT****AIM**

To create a Bank Reconciliation Statement in Tally.

**PROCEDURE****Step 1:**

To start with tally go to start-> program-> Tally Prime.

**Step 2:**

Create a company by giving the Company Name,Address.

**Step 3:**

While creating the company activate the BRS option and set the inventory and taxation option as “NO” and accept the company.

**Step 4:**

To create the ledger, go to gateway of tally and select ledger from accounting info.

**Step 5:**

While entering the opening balance, give the amount in the ledger and accept the transaction.

**Step 6:**

Open the other ledger such as airtel, interest received, salary, dividend received, EB charges and rent.

**Step 7:**

Go to gateway of tally, choose the voucher option and enter the amount for all the created ledgers.

**Step 8:**

Go to gateway of tally, choose display more reports – accounts book – cash/bank books.

**Step 9:**

To see the result, click the reconcile option on the right side of the window.

## ILLUSTRATION

DATE	PARTICULARS	REFERENCE	Dr	Cr	BALANCE
01.4.2021	Balance b/d				3,00,000
03.4.2021	Airtel	25131	2,000		2,98,000
04.4.2021	Interest			370	2,98,370
06.4.2021	Salary	25132	10,000		2,88,370
07.4.2021	Cash			10,000	2,98,370
08.4.2021	Dividend	13555		29,000	3,27,370
09.4.2021	EB Charges	25133	2,500		3,24,870
13.4.2021	Rent	25134	4,000		3,20,870
15.4.2021	Cash			10,000	3,30,870
<b>Closing Balance</b>					<b>3,30,870</b>

## OUTPUT

**TallyPrime MANAGE**  
**EDU** K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help  
**Bank Reconciliation** Exp-6 21bco318 F2: Period F3: Company F4: Bank  
 Ledger: Indian Bank (Reconciliation) For 1-Apr-22  
 Date Particulars Vch Type Transaction Type Instrument No. Instrument Date Bank Date Debit Credit  
 1-Apr-22 Airtel Payment Cheque 1-Apr-22 2,000.00  
 1-Apr-22 Salary Payment Cheque 13555 1-Apr-22 10,000.00  
 1-Apr-22 Eb Charges Payment Cheque 25133 1-Apr-22 2,500.00  
 1-Apr-22 Rent Paid Payment Cheque 25134 1-Apr-22 4,000.00  
 1-Apr-22 Commission Received Receipt Cheque/DD 1-Apr-22 350.00  
 1-Apr-22 Dividend Received Receipt Cheque/DD 1-Apr-22 29,000.00  
 1-Apr-22 Cash Contra Cash 1-Apr-22 10,000.00  
 1-Apr-22 Cash Contra Cash 1-Apr-22 20,000.00  
 Balance as per Company Books: 3,40,850.00  
 Amounts not reflected in Bank: 59,350.00 18,500.00  
 Balance as per Bank: 3,00,000.00  
 F5 F6 F7 F8 F9 F10  
 B: Basis of Values H: Change View J: Exception Reports  
 H: Opening BRS J: Create Voucher Q: Reconcile Unlinked R: Reconcile All Unlinked S: Set Bank Date V: Delete Unlinked W: Delete All Unlinked  
 Q: Quit Enter: Alter A: Accept F12: Configure

## RESULT

Thus, the Bank Reconciliation Statement has been created successfully in Tally

EX. NO.: 9

**BILL WISE STATEMENT****AIM**

To create a Bill Wise Statements using Tally Prime.

**PROCEDURE****Step 1:**

To start with Tally Go to start->Programs->Tally Prime.

**Step 2:**

Open the gateway of tally and create a company

**Step 3:**

To change the inventory features from gateway of tally. Select inventory features and

change 'YES' for storage and classification and accept the inventory feature.

**Step 4:**

To create inventory details, go to gateway of tally and click inventory info.

**Step 5:**

In inventory info window, complete the required field like unit of measure, stock group,

godown or location and stock item as usual.

**Step 6:**

Now to create ledger, go to gateway of tally select create and click ledger and create

and the necessary ledgers as per the requirements.

**Step 7:**

To create voucher, go to gateway of tally and click voucher option. Create payment,

receipt, purchase and sales voucher and enter the values.

**Step 8:**

To display the output, go to display more reports in gateway of tally. Select statement of

accounts – outstanding – receivables – payables.

**Step 9:**

To see the final accounts and stock summary go to gateway of tally, select stock

summary, profit and loss a/c and balance sheet.

**ILLUSTRATION****Bills Payable & Bills Receivable**

1<sup>st</sup> July Further Invested in a business with cash Rs 7,00,000.

2<sup>nd</sup> July Opened an account in Kotak bank by depositing Rs 5,00,000.

3<sup>rd</sup> July Purchased following stock items from the following traders on credit and agree to pay the amount within 15 days from the date of purchase.

Saha Traders: Ref No-ST/01

Product	Category	Items	Qty	Price
Rice	White Rice	Basmati 455(W)	100 0	100/ Kg
Rice	Brown Rice	Basmati 455(B)	100 0	110/ Kg
Rice	White Rice	Dehradooni Basmati (W)	100 0	150/ Kg

SF Traders: Ref No-SF/01

Product	Category	Items	Qty	Price
Wheat	Flour	Multigrain	500	60/ Kg
Wheat	Flour	Wholewheat	500	50/ Kg

5<sup>th</sup> July Sold the following stock items to the following traders on credit and agreed to pay the amount within 30 days from the date of sale.

MM Traders: Ref No-BA/01/MM

Product	Category	Items	Qty	Price
Rice	White Rice	Basmati 455 (W)	250	150/ Kg
Rice	Brown Rice	Basmati 455(B)	250	180/ Kg

SK Traders: Ref No-BA/01/SK

Product	Category	Items	Qty	Price
Wheat	Flour	Multigrain	250	90/ Kg
Wheat	Flour	Wholewheat	250	80/ Kg

7<sup>th</sup> July Made a payment of Rs 3,60,000 to Saha traders against the Ref No: ST/01 the payment made through Kotak bank.

7<sup>th</sup> July Made a full payment of Rs 55,000 to SF Traders against the Ref No: SF/01 the payment made through Kotak bank.

1<sup>st</sup> Aug Received a Kotak Cheque of Rs 82,500 from MM Traders.

1<sup>st</sup> Aug Sold 100 Kgs of Multigrain wheat flour for Rs 90/kg to SK Traders with Ref No: BA/02/SK.

3<sup>rd</sup> Aug Received an advance Payment of Rs 2,200 from Superior traders through Kotak bank with the Ref No: ST/ADV/01.

4<sup>th</sup> Aug Sold 50Kgs of Dehradooni Basmati rice for Rs 200/Kg on credit to Superior Traders with the Ref No: ST/SA/01.

7<sup>th</sup> Aug Sold 50Kgs of Dehradooni Basmati rice for Rs 200/Kg on credit to Ashok Traders with the Ref No: BA/01/AT.

10<sup>th</sup> Aug Sold 50Kgs of Basmati 455(W) for Rs 150/Kg to Ashok Traders on credit with the Ref No: BA/02/AT.

18<sup>th</sup> Aug Received Rs 15,000 from Ashok Traders through Kotak bank for Pending bills but specific pending bills details are not provided.

**OUTPUT:**

allyPrime MANAGE

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

Bills Receivable Billwise Statement

Group: ♦ All Items For 1-Apr-22

Date	Ref. No.	Party's Name	Pending Amount	Post-Dated Amount	Final Balance	Due on Overdue by days
<b>-Apr-22</b>	<b>2</b>	<b>Anand</b>		4,87,000.00	4,87,000.00	Dr 1-May-22
1-Apr-22	Sales 2		5,85,000.00			Dr
	300 nos Kids Wear Anand		950.00/nos			
	250 nos Mens Wear Anand		1,200.00/nos			
1-Apr-22	Receipt 1			98,000.00		Cr
<b>-Apr-22</b>	<b>1</b>	<b>Venkatesh Collections</b>		3,95,000.00	3,95,000.00	Dr 1-May-22
1-Apr-22	Sales 1		8,95,000.00			Dr
	250 nos Sarees		700.00/nos			
	400 nos Chudithar		1,800.00/nos			
1-Apr-22	Receipt 1			5,00,000.00		Cr
			8,82,000.00		8,82,000.00	Dr

Quit Enter: Alter Space: Select A: Add Vch 2: Duplicate Vch I: Insert Vch R: Remove Line U: Restore Line F12: Configure



TallyPrime MANAGE

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

Bills Payable Billwise Statement

Group : All Items For 1-Apr-23

Date	Ref. No.	Party's Name	Pending Amount	Post-Dated Amount	Final Balance	Due on	Overdue by days
1-Apr-22	1234	Anjali Collections	1,57,000.00		1,57,000.00 Cr	1-May-22	335
1-Apr-22	Purchase 1			2,54,500.00 Cr			
		250 nos Chudithar		1,000.00/nos			
		50 nos Kids Wear		90.00/nos			
1-Apr-22	Payment 1		97,500.00 Dr				
1-Apr-22	12345	Sreedevi Textiles	1,32,000.00		1,32,000.00 Cr	1-May-22	335
1-Apr-22	Purchase 2			2,65,000.00 Cr			
		300 nos Sarees Sreedevi		550.00/nos			
		100 nos Mens Wear		1,000.00/nos			
1-Apr-22	Payment 1		1,33,000.00 Dr				
			2,89,000.00		2,89,000.00 Cr		

Q: Quit Enter: Alter Space: Select A: Add Vch Z: Duplicate Vch R: Remove Line U: Restore Line F12: Configure

## RESULT

Thus, the Bill wise statements has been created successfully in Tally

## UNIT - IV OBJECTIVES

The objectives of this unit are to master advanced inventory features and tax management in Tally. ERP 9. This includes order processing, batch details, POS, TDS and TCS compliance, GST returns, and managing EPF, ESIC, and professional tax filings.

EX. NO.: 10	<b>GSTR REPORT 1&amp;2</b>

### AIM

To generate a report on GSTR 1 & 2 in Tally Prime

### PROCEDURE

#### Step 1:

To start with tally select start Tally Prime.

#### Step 2:

To create a company select Alt+F3 and enter required details and create a company.

#### Step 3:

To enable GST details, press F11, the Accounting features screen will appear, in that screen statutory and taxation, make the changes in GST details and press Ctrl+A to save.

#### Step 4:

To create inventory, select inventory info stock group create and enter the stock items and units of measure.

#### Step 5:

If you want to give the godown details press F11 in inventory features

enable the Godown features and press Ctrl+A.

**Step 6:**

Create ledger for the given items including CGST, SGST and give the percentage of calculation according to the product type.

**Step 7:**

To create a voucher go to the gate way of tally and select accounting voucher.

**Step 8:**

Create sales voucher by clicking F8, and purchase voucher F9, Central and state tax would be automatically calculated after the sales and purchase entries and select accept.

**Step 9:**

To View the results go back to the gate way of tally display statutory report GST GSTR 1(sales) and GSTR 2(purchases).

**ILLUSTRATION****Prepare GST Report using Tally Prime**

April 1- Mr. Akash Managing director of Akash Electronics invested and started a business with cash Rs 10,00,000.

April 1 – Open a bank account and deposited Rs 7,00,000 in HDFC Bank.

April 3 Purchased the following stock items from the following traders on credit and agreed to pay the amount within 30 days from the date of purchase.

Intrastate Purchase: Aravind Enterprises

R.M Tech Park, Bengaluru,  
Karnataka – 560105.

GSTIN : 29AAICS1406R1ZT

Name of the Item	Qty	Rate	Amount
Samsung 32 Smart TV	5	16,000	80,000
Sony 32 Smart TV	5	15,000	75,000

Interstate Purchase: Sun Enterprises

Vasanth Nagar, Coimbatore,

TamilNadu - 641044

GSTIN - 33AADCS0472N1Z9

Name of the Item	Qty	Rate	Amount
MI 32 Smart TV	10	15,000	15,00,000
Oneplus Smart TV	10	15,000	15,00,000

April 7 Akash electronics sold the following goods to the following traders.

Intrastate Sales: Nanda Enterprises

Prestige towers, K.M Cariappa Rd,

Bengaluru, Karnataka - 560025,

GSTIN - 29AAICS2717D1ZE

Name of the Item	Qty	Rate	Amount
Samsung 32 Smart TV	2	17,000	34,000
Sony 32 Smart TV	2	16,000	32,000

Interstate Sales: Glory Electronics

Ramnagar Extension.

Anantapur Andhra Pradesh - 515004

GSTIN - 37AAICS2717D2ZG

Name of the Item	Qty	Rate	Amount
MI 32 Smart TV	2	16,000	32,000
Oneplus 32 Smart TV	2	16,000	32,000

# OUTPUT

TallyPrime MANAGE

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

GSTR-1 GSTR1&2REPORT

GSTIN : 33AAAAA0000A1ZA 1-Apr-23 to 30-Apr-23

Particulars Voucher Count

Total Vouchers 2

Included in Return 1

Included in HSN/SAC Summary 1

Incomplete Information in HSN/SAC Summary (Corrections needed) 0

Not relevant in this Return 1

Uncertain Transactions (Corrections needed) 0

Sl No.	Particulars	Voucher Count	Taxable Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C				
2	B2C(Large) Invoices - 5A, 5B				
3	B2C(Small) Invoices - 7	1	5,50,000.00	99,000.00	6,70,000.00
4	Credit/Debit Notes(Registered) - 9B				
5	Credit/Debit Notes(Unregistered) - 9B				
6	Exports Invoices - 6A				
7	Tax Liability(Advances received) - 11A(1), 11A(2)				
8	Adjustment of Advances - 11B(1), 11B(2)				
9	Nil Rated Invoices - 8A, 8B, 8C, 8D				
	<b>Total</b>	<b>1</b>	<b>5,50,000.00</b>	<b>99,000.00</b>	<b>6,70,000.00</b>
	HSN/SAC Summary - 12				
	Document Summary - 13				

Activate Windows  
Go to Settings to activate Windows.

Q: Quit F12: Configure

Note: Voucher count and values are not provided for HSN/SAC Summary and Document Summary. Drill down for details.

**GSTR-2** **GSTR1&2REPORT**

GSTIN/UN : 33AAAAA000A1ZA 1-Apr-23 to 30-Apr-23

**Particulars** **Voucher Count**

**Total Vouchers** **2**

Included in Return 1

Invoices ready for returns 0

Invoices with mismatch in information 1

Uncertain Transactions (Corrections needed) 0

Not relevant in this Return 1

Incomplete Information in HSN/SAC Summary (Corrections needed) 0

Particulars	Voucher Count	Taxable Amount	Tax Amount	Total ITC Available	Reconciliation Status
<b>To be reconciled with the GST portal</b>					
B2B Invoices - 3-4A	1	10,00,000.00	1,80,000.00	1,80,000.00	
Credit/Debit Notes Regular - 6C					
<b>To be uploaded on the GST portal</b>					
B2BUR Invoices - 4B					
Import of Services - 4C					
Import of Goods - 5					
Credit/Debit Notes Unregistered - 6C					
Nil Rated Invoices - 7 - (Summary)					
Advance Paid - 10A - (Summary)					
Adjustment of Advance - 10B - (Summary)					
<b>Total Inward Supplies</b>		<b>10,00,000.00</b>	<b>1,80,000.00</b>	<b>1,80,000.00</b>	
ITC Reversal/Reclaim - 11 - (Summary)					
<b>Total No. of Invoices</b>	<b>1</b>				
<b>HSN/SAC Summary - 13</b>					
<b>Reverse Charge Liability to be Booked</b>					
Reverse Charge Inward Supplies					0.00
Import of Service					0.00
<b>Advance Payments</b>					
Amount Unadjusted Against Purchases					
Purchase Against Advance from Previous Periods					

**RESULT**

Thus GSTR 1 & 2 generated successfully using Tally.

EX. NO.: 11

**TDS REPORT****AIM**

To generate Tax deducted at source report in Tally .

**PROCEDURE****Step 1:**

To start with tally select start Tally Prime.

**Step 2:**

To create a company select Alt+F3 and enter required details and create a company.

**Step 3:**

To enable TDS details in gate way of tally press F11, Tally features screen will appear, in that screen select statutory & taxation field and enable all the TDS details and press Ctrl+A to save.

**Step 4:**

Go back to the Gateway of Tally ->Account's info, statutory info. TDS nature of payments create.

**Step 5:**

Create TDS at group level, go to Gateway of Tally Account's info `groups create TDS group and enter all the required details.

**Step 6:**

To create ledger go to Gateway of Tally Account's info ledger create and enter the following TDS ledger details.

**Step 7:**

To create vouchers go to Gateway of Tally accounting vouchers select the required vouchers and enter the required details.

**Step 8:**

To view the result go to Gateway of Tally Display-> statutory Report TDS report form 26.

## ILLUSTRATION

## PREPARATION OF TDS REPORT

DATE	PARTICULARS
30 <sup>th</sup> July 2017	Global motors is liable to pay rent of Rs 2000000 for office space (Building) to Sai Agencies, since the liable amount exceeds the exemption limit, the company decided to deduct TDS on the same bill.
30 <sup>th</sup> July 2017	Made a payment on remaining amount of Rs180000 to Sai Agencies vide cheque number 000001 dated 30 <sup>th</sup> July 2017.
30 <sup>th</sup> July 2017	Global motors booked rental expenses of Rs190000, on furniture against Sai Agency. Since the Rent on Machinery expenses is Rs190000 TDS must be deducted while booking the expenses.
30 <sup>th</sup> July 2017	Made a payment of remaining amount of Rs 171000 to Sai Agencies vide cheque number 000002 dated 30 <sup>th</sup> July 2017.
30 <sup>th</sup> July 2017	Global motors incurred commission expenses of Rs120000 for services taken from a Business consultancy.
30 <sup>th</sup> July 2017	Made a payment of remaining amount of Rs 114000 to Sai Agencies vide cheque No 000003 dated 30 <sup>th</sup> July 2017.
30 <sup>th</sup> August 2017	Global motors incurred Commission expenses of Rs 140000 for services taken from a Business Consultancy.



# OUTPUT

TallyPrime MANAGE  
**EDU** K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help  
 Form 26Q TDS New 1-Apr-23 to 30-Jun-23

**Particulars** Count

**Total Vouchers** 6

Included in return 4  
 Not Relevant in this Return 2  
 Uncertain Transactions (Corrections needed) 0

Particulars	Assessable Value			Tax Deductible	Deducted			Balance Deductible
	Prev. Period	Current Period	Total		Prev. Period	Current Period	Total	
<b>Deduction Details</b>								
Deduction at Normal Rate		6,50,000.00	6,50,000.00	52,000.00		52,000.00	52,000.00	
Deduction at Higher Rate								
Lower Rated Taxable Expense								
Zero rated Taxable Expense								
Under Exemption limit								
Exempt in lieu of PAN available								
<b>Total Deducted</b>						52,000.00		

**Payment Details** 1-Apr-23 to 30-Jun-23

Included in return 0  
 Uncertain Transactions 0

Particulars	Paid Amount	Amount
<b>Balance Payable</b>		52,000.00

Q: Quit F12: Configure

# RESULT

The Tax deducted at source report generated successfully using Tally.

## UNIT - V OBJECTIVES

The objectives of this unit are to understand the technological advantages of Tally. ERP 9, manage payroll efficiently, generate various reports, and utilize shortcut keys to enhance productivity and streamline accounting tasks within the software.

EX. NO.: 12	<b>PAYROLL STATEMENT</b>

### AIM

To create Payroll Statement using Tally Prime.

### PROCEDURE

#### STEP 1:

To start with tally go to Start->Program->Tally Prime.

#### STEP 2:

Create a company and go to F11 features->Accounting features give YES to,

- 1.Maintain payroll?
- 2.Maintain cost centers?
- 3.Use cost center for job costing? 4.More than ONE payroll/cost category?
- 4.Use pre-defined cost center allocations in transactions?
5. Show opening balance for revenue items in report?

#### STEP 3:

Go to gateway of tally->payroll info->employee groups->single group->create and create employee group as Marketing, finance, and Accounting department as given.

#### STEP 4:

Now go to Employee->single employee->create and create the employee details.

#### STEP 5:

After giving the employee details go to PAY HEADS under payroll info and

create all the earnings and deductions from the employees.

**STEP 6:**

Now go to Gateway of tally->payroll vouchers and create a voucher for all the employees.

**STEP 7:**

Payroll voucher screen appears, give account as cash, and select name under list of employees and give all the earnings and deductions made by/to a particular Employees.

**STEP 8:**

After entering all the vouchers go to result.

**STEP 9:**

To check the result go to GATEWAY OF TALLY->Display->Payroll reports- > Statement of payroll->Pay sheet and you result will be displayed.

**ILLUSTRATION**

**Create payroll information for the following employees with the available details using Tally Prime.**

<b>Employee Details</b>		
Name	S.Nishanth	P.Rathika
Department	Administrative	Sales
Designation	Manager	Sales Manager
Date of Joining	01.08.2003	01.06.2012
Employee ID	258	1087
Bank Name	HDFC Bank Ltd.	HDFC Bank Ltd.
Account Number	1234567890	9876543210
Present days	24 days	29 days

## Employee Salary Details

S.Nishanth		P.Rathika	
Basic Pay	Rs.35,000	Basic Pay	Rs.20,000
DA	40% of Basic Pay	DA	20% of Basic Pay
TA	6% of Basic Pay	TA	5% of Basic Pay
Medical Allowance	Rs.1,000 per month	Medical Allowance	Rs.600 per month
Advance	Rs.1,500 per month	Food allowance	Rs.700 per month
Food allowance	Rs.1,300 per month	House Rent Allowance	8.5% of Basic Pay
House Rent Allowance	15% of Basic Pay	Provident Fund	7% of Basic Pay + DA
Provident Fund	10% of Basic Pay + DA	Income tax	10% of DA
Income tax	15% of DA	Public Provident Fund	6.5% of Basic Pay
House loan	Rs.700 per month	City Compensatory Allowance	15% of Basic Pay
Overtime at Rs.50 per hour	10 hours	Overtime at Rs.75 per hour	8 hours

OUTPUT

TallyPrime MANAGE										
EDU										
K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help										
Pay Sheet Exp-10 21bcc318										
For all employees 1-Apr-22 to 30-Apr-22										
Particulars	Basic Pay	DA	HRA	Overtime	Total Earnings	Canteen Expenses	ESI	PF	Total Deductions	Net Amount
<b>Primary Cost Category</b>	57,500.00	5,500.00	13,500.00	6,900.00	83,400.00	300.00	1,500.00	3,000.00	4,800.00	78,600.00
Account Department	20,000.00	3,000.00	5,000.00	2,300.00	30,300.00	100.00	500.00	1,000.00	1,600.00	28,700.00
Anita	20,000.00	3,000.00	5,000.00	2,300.00	30,300.00	100.00	500.00	1,000.00	1,600.00	28,700.00
Finance Department	12,500.00	1,000.00	2,500.00	2,300.00	18,300.00	100.00	500.00	1,000.00	1,600.00	16,700.00
Anand	12,500.00	1,000.00	2,500.00	2,300.00	18,300.00	100.00	500.00	1,000.00	1,600.00	16,700.00
Marketing Department	25,000.00	1,500.00	6,000.00	2,300.00	34,800.00	100.00	500.00	1,000.00	1,600.00	33,200.00
Varun	25,000.00	1,500.00	6,000.00	2,300.00	34,800.00	100.00	500.00	1,000.00	1,600.00	33,200.00
<b>Grand Total</b>	57,500.00	5,500.00	13,500.00	6,900.00	83,400.00	300.00	1,500.00	3,000.00	4,800.00	78,600.00

RESULT

The Payroll Statement has been created successfully using Tally.

**SHORT KEYS IN TALLY ERP**

- F2 - Change The Current Date
- Alt+F2 - Change The Current Period
- F3 - Select Company
- Alt+F3 - Company Info
- F4 - Contra Voucher
- F5 - Payment Voucher
- F6 - Receipt Voucher
- F7 - Journal Voucher
- F8 - Sale Voucher
- F9 - Purchased Voucher
- Ctrl+F8 - Credit Note
- Ctrl+F9 - Debit Note
- F11 - Features
- F12 - Configuration
- Page up - Display Previous Voucher
- Page down - Display Next Voucher
- Esc - Come Out Of Screen
- Alt+P - To Print The Report
- Ctrl+Q - Quit
- Alt+C - Secondary window