

PROJECT REPORT

(Submitted for the Degree of B.com Honours. In Accounting & Finance under
University of Calcutta)

TITLE OF THE PROJECT

COMPUTARISED ACCOUNTING AND TALLY

SUBMITTED BY

Name of the Candidate: MD SAAD ALAM ANSARI

CU Registration Number: 144-1111-0729-20

CU Roll no: 201144-21-0175

College Roll No: BH0286

SUPERVISED BY

- DEBASHIS BISWAS
- DIPIKA DAS

Name of the college

Bangabasi Morning College

Year of submission:2023

SUPERVISOR'S CERTIFICATE

This is to certify that Mr. **MD SAAD ALAM ANSARI** a student of B.com Honours in Accounting & Finance of **Bangabasi Morning College** under University of Calcutta has worked under my supervision and guidance for the title TALLY which she is submitting. Her Genuine and original work to the best of my knowledge.

Place : Kolkata

Signature:

Date:

Name: DEBASHIS BISWAS

&

DIPIKA DAS

Name of College: Bangabasi Morning College.

STUDENT DECLARATION

I hereby declare that this project TALLY submitted by me for the partial fulfilment of the degree B.Com Honours in accounting and finance under University of Calcutta is my original work and has not been submitted earlier under any other University or institution for fulfilment the requirement of other course of study.

I also declared that no chapter of this manuscript or part has been incorporated in this report from any earlier work done by others or by me.

However, extracts of any literature which has been used for this report has been duly acknowledge providing details of search literature in this reference.

Place : Kolkata

Signature:

Date:

Name: MD SAAD ALAM ANSARI

Address : 133/1 S.N Banerjee road

Kolkata:700013

Name of College: Bangabasi Morning College.

CU. Reg. No. 144-1111-0729-20

CU. Roll No. 201144-21-0175

College Roll No. BH0286

CONTENTS

SL. No.	TOPICS	PG. NO.
1	Introduction History	5
2	of TallyVersion of tally	6
3	Advantages and Disadvantage of Tally	6-7
4	Answer of the questions	8-22
5	Shortcut key of Tally	23-24
6	Problem	25
7	Solution	26-30
8	Bibliography	31

INTRODUCTION

Tally is powerful accounting software, which is driven by a technology called concurrent multi-lingual accelerated technology engine. It is easy to use software and is designed to simply complex day to day activities associated in an enterprise. Tally provides comprehensive solution around accounting principles, inventory and data integrity. Tally also has feature encompassing global business. Tally software comes with easy to use interface thus making it operationally simple.

Tally accounting software provides a solution around inventory management, stock management, invoicing, purchase order management, discounting, stock valuation methodology, etc.

Tally accounting software also comes with drill down options, which can track every detail of transaction. It helps in maintaining simple classification of accounts, general ledger, accounts receivable and payable, bank reconciliation, etc.



The technology employed by tally makes data reliable and secure. Tally software supports all the major types of file transfer protocols. This helps in connecting files across multiple office locations.

Tally accounting software is capable of undertaking financial analysis and financial management. It provides information around receivables turnover, cash flow statement, activity consolidation and even branch accounting.

Tally accounting software is east to set up and simple to use. A single connection can support multiple users. It can be easily used in conjunction with the Internet making possible to publish global financial reports.

HISTORY OF TALLY

Tally Solutions was co-founded in 1986 by Shyam Sunder Goenka and his son Bharat Goenka after the family's cotton business was destroyed by fire. It began as Petronius Financial Accountant, an accounting software application. The company was incorporated in 1991 and was renamed Tally Solutions in 1999.



Shyam Sunder Goenka was running a company that supplied raw materials and machine parts to plants and textile mills in southern and eastern India. Unable to find software that could manage his books of accounts, he asked his son, Bharat Goenka, 23, a Maths graduate to create a software application that would handle financial accounts for his business. The first version of the accounting software was launched as an MS-DOS application. It had only basic accounting functions, and was named Petronius Financial Accountant.

VERSION OF TALLY

- Tally 4.5 was the first version of Tally. It was released in 1990. This software is based on MS-Dos.
- Tally 5.4 was the second version of Tally. It was released in 1996. It was a graphic interface version.
- Tally 6.3 was the third version of Tally. It was released in 2001. This version was window based. It supports printing and implementing with VAT (Value Added Tax). Tally 7.2 was the next version of Tally. It was released in 2005. It was added with new features of the Statutory complimentary version and VAT rules as par state wise.
- Tally 8.1 was the next version of Tally. It was developed with a new data structure. It was added with new features of Point of Sale (POS) and Payroll.
- The next version was Tally 9. It was released in 2006. This version was released due to bugs and errors. This version has maximum features such as TDS, FBT, Payroll, E-TDS filling, etc.

- The new version of Tally is ERP 9. It was released in 2009. Tally ERP 9 package is offering maximum features for small to large business industries. It also updates with new features of (Goods & Services Tax) GST.
- The latest version of Tally is Tally Prime. It was released in 2020 Prime package is offering maximum features for small to large business industries. It also updates with new features of (goods and service tax) GST.

ADVANTAGE OF TALLY

- Streamlining financial management – Tally is a software that helps to organize and simplify financial tasks, such as invoicing and bookkeeping.
- Enhancing accuracy – Tally’s features, such as automatic calculations and error checking, help to reduce mistakes and increase precision in financial record keeping.
- Enhancing security – Tally’s password protection and data backup options help to secure financial information and prevent data loss.
- Facilitating collaboration – Tally’s ability to be accessed by multiple users simultaneously allows for easier collaboration among team members in financial management.
- Customization – Tally offers customizable options and report templates, allowing users to tailor the software to their specific needs and preferences.



DISADVANTAGE OF TALLY

- Initial cost – Tally is a software that requires an initial purchase or subscription fee, which may not be feasible for all users.
- Limited features – Tally may not offer all the features that some users require for their specific financial management needs.
- Complexity – Tally may have a steep learning curve for some users, requiring time and effort to master its various functions.
- Dependence on technology – Tally requires a computer or other device with an internet connection to function, which may not always be available or reliable.

- Vulnerability to cyber threats – Tally, like all software, is vulnerable to cyber attacks, which could compromise the security of financial information.

ANSWER TO THE QUESTIONS

(1) What is Tally?

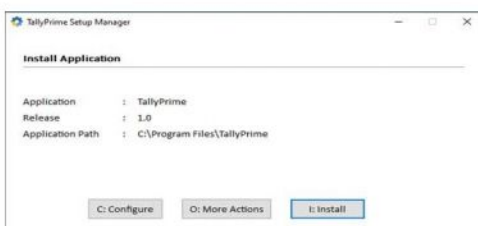
Tally is a popular accounting software used in many countries, including India. Tally is a digital accounting format, and the entries are maintained similarly to the manual book of accounts. ERP 9 (release 6.6) is the latest release version, which will be replaced by the new version Tally Prime.

(2) How to open tally software?

Downloading the application setup from the Tally Solutions website is the first step in starting Tally Prime. Once you download Tally Prime setup files, you can install the application on your computer. Installation steps remain the same regardless of the Tally ERP 9 edition you have purchased.

You can install Tally ERP 9 on any computer with 64-bit edition of Microsoft Windows 7 or later. For further details, refer to the topic Recommended System Configuration for Tally Prime.

1. Download the setup files.
 - a. Go to: <https://tallysolutions.com/download/>.



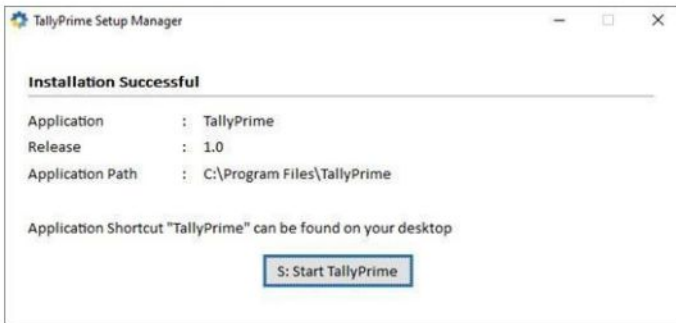
- b. Click **Download**.
The exe will get downloaded in the **Downloads** folder.
You can copy and paste it to any folder, if needed.

2. Install Tally Prime.
 - a. Double-click **setup.exe**.
 - b. Double-click **Install New**.
 - c. Configure **Application Path**, if needed.
By default, the application will be installed at **C:Program Files Tally ERP 9**.

- Click **Configure**.
- Double-click **Application Path**.



- Click ... and change the path as needed.



- Close the List of Configurations window.
- d. Click Install. The application gets installed, and the following window opens.
- e. Click **Start Tally ERP 9** to launch Tally ERP 9.

Thereafter, you can start using Tally ERP 9.

(3) How to create a company?

Below are the steps to create a company in Tally Prime.

- To begin with, press “Enter” on “Create Company”

- Type the name of your company. For example, “Max Electronics”
- Type your address and select your state or province
- Country will be selected automatically
- Type your Pin code
- Mention the contact details of your company
- Next, specify the financial year from which you want to maintain your books in Tally ERP 9

Company Name	: Max Electronics	Financial year beginning from	: 1-Apr-21
Mailing Name	: Max Electronics	Books beginning from	: 1-Apr-21
Address	: A 204, Shivaji Nagar, Bengaluru		
State	: Kerala		
Country	: India		
Pincode	: 56001		
Telephone	:		
Mobile	: 9810123456		
Fax	:		
E-mail	: Max@guruelectronics.com		
Website	: www.maxelectronics.com		
Base Currency symbol	: ₹		
Formal name	: INR		

- If you wish to add more details, press F12 for configure and enable options as required. You can enable “Use User Access Control” to set password for company data as well as to manage user roles & logins. Press “Enter” to accept the configurations
- Move to the last field on the screen. You will get a message asking whether you would like to accept the settings. Press “Y” to accept and “N” to continue editing the screen

Base Currency symbol : ₹
Formal name : INR

Accept ?
Yes or No

- Done! Your company is created

(4) How to select a existing company from list of a company?

Just keep the mouse pointer over a Company name, with which you want to work on and press the Left Mouse Button. If you want to load a company which is not there, hold the Alt Key and select the F3 Key using the Keyboard.

(5) How to delete a exiting company?

If you no longer need the group company, you can easily delete it without affecting the data of the member companies.

- Press Alt+K (Company) > Alter, and select the group company.
- In the Group Company Alteration screen, press Alt+D to delete the company.

- Press Enter to confirm the deletion.
- After you delete the group company, you can continue to use the member companies without any difficulties.

(6) How to alter exiting company?

If your company address, phone number, or any other contact information was not provided earlier or has changed, you can update such details in Tally Prime. Any changes made to these details will be reflected accordingly in your reports and printed invoices.

1. Press **Alt+K (Company) > Alter**.
2. In the **Company Alteration** screen, make the necessary changes.

Company Alteration		National Enterprises	
Company Name	: National Enterprises	Financial year beginning from	: 1-Apr-20
Mailing Name	: National Enterprises	Books beginning from	: 1-Apr-20
Address	: #27, 80 Ft Road, Industrial Area, Koramangala 6th Block, Bangalore	Security	
		<i>To set/alter TallyVault, press Alt+K (Company) & select TallyVault.</i>	
		Control User Access to Company Data	: <input type="text" value="No"/>
State	: Karnataka		
Country	: India		
Pincode	: 560068		
Telephone	: 080-22282982		
Mobile	: 9929229828		
Fax	: 080-33330003		
E-mail	:		
Website	: www.nationalenterprises.co.in		
<hr/>			
Base Currency symbol	: ₹		
Formal name	: INR		

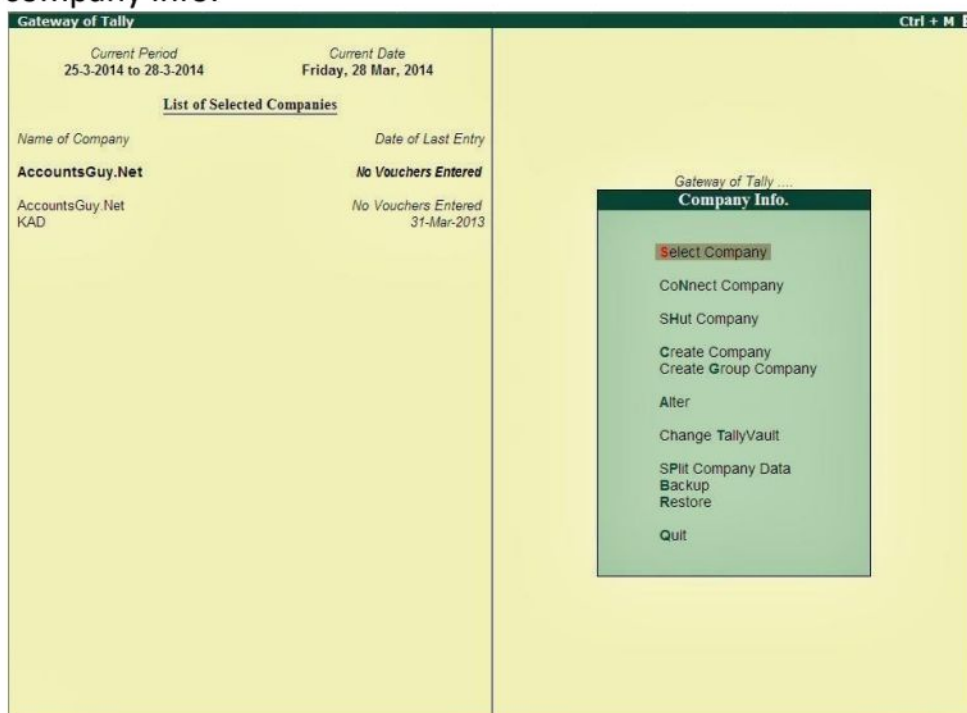
3. Accept the screen. As always, you can press **Ctrl+A** to save.
If you do not need the company anymore, you can delete the company as well.

1. Press **Alt+K (Company) > Alter**.
2. In the **Company Alteration** screen, press **Alt+D**. The company will be deleted permanently.

If you want to access the business transactions recorded in the company at a later time, you can take a backup of the company before you delete it. Note that once you delete the company, you cannot retrieve it, and therefore keeping a back up of the company data is recommended.

(7) How to display the list of companies already created?

From menu choose select company option then you will find the list of companies, which are created using the create company option under the company info.



Menu from the list choose any one of the companies.

(8) How to create a ledger account?

1. Press **Alt+G** (Go To) > **Create Master** > type or select **Ledger** and press **Enter**.
Alternatively, **Gateway of Tally** > **Create** > type or select **Ledger** and press **Enter**.

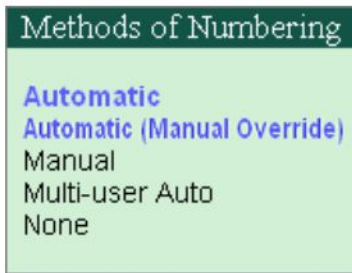
Ledger Creation		National Enterprises		Total Opening Balance	
Name	: Capital Account			7,75,72,863.00 Dr	
(alias)	:			7,75,72,863.00 Cr	
Under	: Capital Account	Mailing Details			
Activate interest calculation	: No	Name	: Capital Account		
		Address	:		
		State	: Karnataka		
		Country	: India		
		Pincode	:		
		Banking Details			
		Provide bank details	: No		
		Tax Registration Details			
		PAN/IT No.	:		
		Registration type	: Regular		
		GSTIN/UIN	:		
		Set/Alter GST details	: No		
Opening Balance (on 1-Apr-2020) :				8,75,000.00	Cr

2. Enter the **Name** of the ledger account.
Duplicate names are not allowed.
3. Enter the alias of the ledger account, if required.
You can access the ledgers using the original name or the alias name.
4. Select a group category from the **List of Groups**.
Note: To create a new group from this field, press **Alt+C**. You can alter a ledger account to change its group classification at any time.
5. Enter the **Opening Balance**.
The opening balance is applicable when the ledger is an asset or a liability, and also if it has a balance in the account as on the books beginning date.
6. Press Ctrl+A to save, as always.
Note: For an existing company, debit balances for assets and credit balances for liabilities are applicable. You can enter balances for accounts that have obverse balances such as revenue accounts. For example, you may have transferred your books to Tally Prime in the middle of the year and may not have closed them in your earlier system. Hence, you must specify debit or credit for the balance.

(9) How to enter vouchers entries in tally?

1. Go to **Gateway of Tally > Accounts Info. or Inventory Info. > Voucher Type > Create** .
2. Enter the **Name** of the voucher.
3. Select the type of voucher as **Sales** .
4. Enter the abbreviation in the **Abbreviation** field, if required.

5. Select the **Method of voucher numbering** from the **Methods of Numbering** list, which appears as shown below:



7. Enable **Use effective dates for vouchers** to enter effective dates for vouchers.

Note: Select this option if you have a transaction under consideration for overdue/ageing analysis recorded currently but will come into another effect on date. If the effective date is entered, the overdue/ageing will be considered from the **effective date** and not from voucher date.

8. Enable **Make this voucher type 'Optional' by default** to set your voucher to optional voucher by default.

Note: For **Memorandum** and **Reversing Journal** voucher the option **Make this voucher type 'Optional' by default** is not available.

9. Enable **Allow narration in voucher** to give a common narration for voucher. A common narration screen for voucher appears as shown below:



10. Enable **Provide narration for each ledger in voucher?** If you want to give a separate narration for each entry of a voucher. This would be

applicable for a multiple entry voucher where you want separate details for each entry. The narrations for each entry appears as shown below:

The screenshot shows the 'Accounting Voucher Creation' window for 'ABC Company' on '1-Apr-2008'. The voucher is a 'Sales Invoice' (No. 1) with a reference number. The table below shows the entries:

Particulars	Debit	Credit
Dr Party	1,000.00	
Cur Bal 1,000.00 Dr		
New Ref 1	1,000.00	
Narration 45 days credit period		
Cr Sales		1,000.00
Cur Bal 1,000.00 Cr		
Item 10 nos 1000/- 1,000.00		
Narration Invoice sent to bangalore godown		

At the bottom, there is a 'Narration' field with the text: 'Being the invoice raised for Rs. 1000/- for the credit period of 45 days and sent to bangalore godown.' An 'Accept?' dialog box with 'Yes' and 'No' options is visible in the bottom right corner.

For Delivery Note, Receipt Note, Sales order, Purchase order, Physical Stock, Stock Journal, Rejection In and Rejection Out, the option **Provide narration for each ledger in voucher?** Is not available.

11. Enable **Print voucher after saving** to print every voucher after entering it.

Note: Depending on the **Type of Voucher** selected to create or alter, different printing features appear in this field. For example, if you select **Receipt** as **Type of Voucher**, the option **Print Formal Receipt after saving** will be displayed.

12. Set **Use for POS invoicing** to **Yes** to use the sales invoice as POS invoice.
13. Set the **Default title to print on invoice** to print the same title for POS invoice.

Note: Default print Title option will appear only in Sales Voucher Type.

14. Select the bank in **Default bank** option to print the default bank ledger when the option **Print Bank Details** is enabled in a Sales voucher.
15. Enter the **Default jurisdiction** to be printed on the invoice, if required.
16. Create a voucher class in the **Name of Class** field, if required.

The completed **Voucher Type Creation** screen appears as shown below:

Voucher Type Alteration		ABC Company	Ctrl + M
Name : Sales Invoice (alias) :			
General		Printing	Name of Class
Type of Voucher : Sales		Print after saving Voucher ? No	
Abbr. : Sale			
Method of Voucher Numbering ? Automatic		Use for POS Invoicing ? No	
Use Advance Configuration ? No		Default Print Title : Sales Invoice	
Use EFFECTIVE Dates for Vouchers ? No		Default Bank Name : State Bank of India	
Make 'Optional' as default ? No		Default Jurisdiction : Bangalore	
Use Common Narration ? Yes		Declaration :	
Narrations for each entry ? No		We declare that the goods sold under this invoice are under our registration certificate and the transactions effected by us are accounted for turnover.	
			Accept ? Yes or No

17. Press **Enter** to save

(10) How to create secondary ledger from voucher entries page?

You can create ledger during voucher creation from all the voucher types available in Tally Prime.

1. From **Voucher Creation/Alteration** screen, press **Alt+C** from ledger field.
The **Ledger Creation** screen appears.
2. Create the ledger.

(11) How to create groups?

In Tally Prime, apart from the given predefined groups, you can create groups as per your business need. You can create a group one at a time or multiple groups in one go. You can create groups under an existing group or create a group under Primary and then select the Nature of Group. The below procedure shows how to create account groups one by one under an existing group.

1. Press **Alt+G** (Go To) > **Create Master** > type or select **Group** and press **Enter**.
Alternatively, **Gateway of Tally** > **Create** > type or select **Group** and press **Enter**.
2. Enter the **Name** of the group.

3. Enter the **Alias** name, if required. If it is not entered separately then it shows the **Name** of the Group.
4. In the field **Under**, from the **List of Groups** displayed, select the parent group under which the group has to be classified; for example, **Indirect Expenses**.

Note: Groups can be created under the group **Primary**, if required. After selecting Primary, you can select the Nature of Group.

The **Group Creation** screen appears.

5. Accept the screen. As always, press **Ctrl+A** to save the Group Creation screen.

Note: A new group created under primary will not be reflected in reports until you pass masters/transactions for that group.

Similarly, you can create multiple groups in one go from the **Chart of Accounts** using the **Multi Create** option.

S.No.	Name of Group	Under
1.	Raw Materials - Creditors	Sundry Creditors
2.	Consumables - Creditors	Sundry Creditors
3.		

You can also create Group under Primary and select the Nature of Group.

1. In the **Group Creation** screen, enter the name of the Group.
2. In the field Under, select **Primary**.
3. In **Nature of Group**, select from the list depending on the nature of the group created.
4. Fill in the other details and press **Ctrl+A** to save.

Once you have created the Groups, you can start creating ledgers under the predefined or newly created Groups.

(12) How to alter group?

You can view the groups created by you or even the predefined groups one by one.

Group Creation	
Name	: Administrative Expenses
(alias)	: Office Expenses
Under	: Indirect Expenses
Accept ?	
Yes or No	

1. Press **Alt+G** (Go To) > type or select **Chart of Accounts > Group >** and press **Enter**.
Alternatively, **Gateway of Tally > Chart of Accounts > Group >** and press **Enter**.
2. Select the name of the group required from the **List of Groups** displayed.
The **Group Alteration (Secondary)** screen appears.

Group Alteration (Secondary)

Name : **Administrative Expenses**
(alias) : Office Expenses

Under : **Indirect Expenses**

You can view the groups and if required you can alter the details as well. If you want to alter the details entered in a group, you can do that in the **Group Alteration (Secondary)**.

1. In the **Group Alteration** screen, in the **Under Group** field, select the name of the group required from the **List of Groups** displayed.

Group Creation (Secondary) National Enterprises

Name : Administration Expenses
(alias) :

Under : **Primary**

Nature of Group : **Expenses** (dropdown menu open with options: Expenses, Assets, Income, Liabilities)

Does it affect gross profits :
Group behaves like a sub-ledger : **No**
Nett Debt/Credit Balances for Reporting : **No**
Used for calculation (for example: taxes, discounts) (for sales invoice entries) : **No**
Method to allocate when used in purchase invoice : **Not Applicable**

Banking Details
Provide bank details : **No**
Tax Registration Details
TAN No. :

Office Expenses
Karnataka
India

Total Opening
34
875
Others
54

2. Make the necessary changes in the **Group Alteration** screen.
3. Accept the screen. As always, press **Ctrl+A** to save the Group Alteration screen.

Similarly, you can alter multiple groups in one go from the **Chart of Accounts** using the **Multi Alter** option.

Multi Group Alteration		National Enterprises	
S.No.	Name of Group	Under	
1.	Consumables - Creditors	Sundry Creditors	
2.	Raw Materials - Creditors	Sundry Creditors	

(13) How to delete group?

Groups can be deleted from the alteration screen. You cannot delete groups from the Multiple group Alteration mode.

1. Go to **Gateway of Tally > Accounts Info. > Groups > Alter** (under **Single Group**).
2. Select the group from the **List of Groups** .
3. Click **D : Delete** .
4. Click **Yes** to confirm deletion.

(14) How to create multiple ledger?

Press **Alt+G** (Go To) > **Chart of Accounts > Ledgers** > press **Enter**.
Alternatively, **Gateway of Tally > Chart of Accounts > Ledgers** and press **Enter**.

Press **Alt+H** (Multi-Masters) > **Multi Create** and press **Enter**.

In the **Multi Ledger Creation** screen, provide the required ledger details.

- a. **Under Group:** Press **Backspace** to change the parent group, if needed. By default, the primary group for ledger creation is set as **All Items**. You can also press **Alt+H** (Change Parent Group) to alter the group.
- b. **Name of Ledger:** Enter the ledger name.
- c. **Under:** Select the parent group for that ledger from the **List of Groups**.
Note: If you have selected a specific parent group in **Under Group**, the **Under** field gets prefilled in each row without you having to select the group again. Press **Alt+C** to create a parent group if needed.
- d. Enter the **Opening Balance**

Under Group		National Enterprise		1-Apr-21 to 17-Feb-22	
S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr	
1.	Kotak Kol	Bank Accounts	1,00,000.00	Dr	
2.	Agarwal Traders	Sundry Creditors			
3.	SBI Baroda	Bank Accounts	20,00,000.00	Dr	
4.	Surya Enterprise	Sundry Debtors			
5.	Ganesh Ji & Co.	Sundry Creditors			

4. To provide other details based on the ledger you have created, press **Ctrl+I** (More Details).
 - a. If you are creating a Bank ledger, under More Details, select **Bank A/c Details** or **Bank Configurations**.
 - b. If you are creating a Party Ledger, you can similarly select **Mailing Details** or **Contact Details**.
The details will be added to the selected ledger.
5. Once you have provided the details for all the ledgers, as always, press **Ctrl+A** to save.

(15) How to display multiple ledgers?

In tally application after ledger are created, we can check multiple ledger by choosing the display option.

Gateway of Tally > Accounts Info > Ledgers > Multiple Ledger > Display and press **Enter**.

Under the list of groups, choose the group's name.

Multi Ledger Display		ABC Company		Ctrl + M
Under Group : Sundry Creditors		1-Apr-2017 to 1-Nov-2017		
S.No.	Name of Ledger	Under	Opening Balance	000
1.	Bhavan Traders	Sundry Creditors		
2.	Eeshitha & Co	Sundry Creditors		
3.	K S Enterprises	Sundry Creditors		
4.	Naresh Enterprises	Sundry Creditors		
5.	Pavan Traders	Sundry Creditors		
6.	Peter & Co	Sundry Creditors		
7.	PL Enterprises	Sundry Creditors		
8.	Pradeep & Co	Sundry Creditors		
9.	Prasad Traders	Sundry Creditors		
10.	Raghu Enterprises	Sundry Creditors		
11.	Ram Enterprises	Sundry Creditors		
12.	Sanjeev Enterprises	Sundry Creditors		
13.	S L Traders	Sundry Creditors		
14.	Suresh Enterprises	Sundry Creditors		

Now the multiple ledger screen will be displayed.

(16) How to print a sales invoice?

You can print your sales invoices recorded in Tally.ERP 9 by clicking **Alt+P** in the sales invoice. On the sales invoice, you can customise your print configuration by pressing **F12**.

1. Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**.
2. In the sales invoice, press **Alt+P** to print the invoice.
3. Press **F12** to configure the printing of your sales invoice.

Standard Sales Configuration			
Title of Document		Sales Invoice	
(for optional vouchers)		PROFORMA INVOICE	
Sub Title (if any)			
General		Order And Despatch Details	
Print in simple format	? No	Print order details	? Yes
Print Customer's Signature	? No	Print terms of payment and Delivery	? Yes
Print complete mailing details	? No	Print despatch details	? Yes
Print Address in a continuous line	? No	Statutory Details	
Print Bank Details	? No	GST	
Item Details		Print Company GSTIN Number	? Yes
Print quantity column	? Yes	Print Buyer's GSTIN Number	? Yes
Print alternate quantity	? No	Print Item-wise GST details	? No
Print as separate column	? No	Print GST Analysis of Items	? Yes
Print actual quantity column	? No	Print HSN/SAC details	? Yes
Print rate column	? Yes	Print GST % column	? Yes
Print Additional Description(s) for Item Name	? Yes	Print HSN/SAC column	? Yes
Registration Details		Print State Name & State Code	? Yes
Print Company's PAN / Income Tax No.	? Yes	Print Place of Supply	? No
Print Company's Tax Regn. Numbers	? Yes	Print Tax Invoice in Base Currency	? No
Print Party's PAN / Income Tax No.	? No	Print Tax amount for Export Invoice	? Yes
Print buyer's tax regn. number	? Yes	Print e-Way Bill No.	? Yes
Print Buyer's CST Regn. Number	? Yes	Print LUT/Bond details	? Yes
Jurisdiction			
Generated by		This is a Computer Generated Invoice	
<small>Press F12 for more options.</small>			

- **Print complete mailing details** : This will print the buyers' contact details such as contact person, contact and e-mail.
 - **Print Address in a continuous line** : This will print the address in a continuous line, even when multiple lines of address is mentioned in the ledger master.
- Note:** The buyer's and consignee's address will be printed in a continuous line when the option **Print Address in a continuous line** is set to **Yes / No** when:
- ◆ **Allow separate buyer and consignee name** is enabled in the invoice and
 - ◆ **Print complete mailing details** is enabled in the print configuration screen.

- **Print terms of payment and delivery** : This will print the terms of payment mentioned in the **Party details** screen.
- **Print Item-wise GST details** : This will print the GST invoice in landscape orientation with tax breakup for each stock item.
- **Print GST Analysis of Items** : This will print the GST tax analysis in the sales invoice, which will provide details of the tax rate and values.
- **Print GST % Column** : This will print the GST tax rate in a separate column of the invoice.
- **Print HSN/SAC Column** : This will print the HSN/SAC code in separate column of the invoice.
- **Print MRP/Marginal Column** : This will print the MRP mentioned in stock item separate columns in the invoice.
- **Print State Name & State Code** : This will print the buyer's **State** and **State code**.
- **Print Place of Supply** : This will print the State (location where supply will be received) under **Buyer's details** .
- **Print Tax amount for Export Invoice** : This will print the IGST charged on exports.

Press **F12** again to view **Advanced Sales Configuration** :

Advanced Sales Configuration			
Measurements			
Height of normal invoice(inches)	: 10	Simple:	10
Width of normal invoice(inches)	: 7.50	Simple:	7.50
Margin on top (default 0.25)	: 0.25	Simple:	0.25
Margin on left (default 0.5)	: 0.50	Simple:	0.50
General		Statutory Details	
Print Prepared/Verified initials	? No	Print Declaration	? Yes
Print voucher reference	? Yes	Print rate of duty with items	? No
Print serial number	? Yes		
Print add. description(s) for ledger name	? No		
Print narration	? No		
Print narration for each entry	? No		
Print sub-totals after each line	? No		
Print Bill-wise Details	? No		
Print Base Currency Symbol for Total	? Yes		
Item Details			
Print batch details	? Yes		
Print godown name	? No		
Print godown address	? No		
Print part number	? No		
Format to use for stock item		? Name Only	
Method to use for Party Name		: Name Only	

Print Prepared/Verified initials : This will print the **prepared by** and **verified by** name beside **Authorized signatory**

SHORTCUT KEYS AND THEIR FUNTIONNS

Shortcut Key	Functionality
F1	To select a Company
F2	To change menu period
F3	To select the company name
F4	To select the contra vouchers
F5	To select the payment vouchers
F6	To select the receipt vouchers
F7	To select the journal vouchers
F8	To select sales vouchers
F8(Ctrl+F8)	To select the credit, note vouchers
F9	To select purchase vouchers
F10	To select the receiving vouchers
F11	To select the function and feature screen
F12	To select the configure screen
Alt+R	To hide ledger
Alt+ U	To unhide ledger
Alt+C	To make master screen
Alt+2	To duplicate the voucher
Alt+A	To add a voucher
Alt+ D	To delete voucher
Alt+E	To export the report in HTML & XML format
Alt+I	To insert a voucher
Alt+N	To view report
Alt+Y	To register Tally
Alt+M	To E-mail the report
Alt+R	To remove a line in report
Alt+P	To print the report
Alt+Z	To zoom the report
Alt+X	To cancel the voucher
Alt+F12	To filter the information & value

Ctrl+Enter	To change ledger
Ctrl+A	Enter
Ctrl+N	To activate calculator
Ctrl+T	To mark any post dated voucher
Ctrl+Alt+C	To copy text from Tally
Ctrl+Alt+V	To past the text in Tally
Ctrl+F6	To Rejection
Ctrl+C	To select cost category
Ctrl+L	To select ledger
Ctrl+O	To select godown
Ctrl+U	To select the unit
Ctrl+V	To select voucher types
Alt+F1	To close the companies view report

PROBLEM

Balance Sheet
As on 31-03-2021

Particulars	Debit Amount (Rs.)	Credit Amount (Rs.)
Capital A/c (Name of the partner)		60,000
Furniture A/c	25,000	
Ram A/c (Creditors)		20,000
Bishal A/c (Debtors)	20,000	
Cash-at-bank (SBI)	17,000	
Cash-in-hand	18,000	
Total	2,82,000	2,82,000

Transaction during the year 01.04.2021-31.03.2022

Particulars	Amount (Rs.)
Cash Sale	19,000
Cash Purchase	21,000
Purchase goods from Ram on credit	26,000
Goods sold on credit to Bishal	23,000
Cash deposit into bank	6,000
Rent paid by cash	1,500
Salary paid by issue of cheque	2,000
Purchase furniture by cheque	4,500
Cash withdraw from bank	1,000

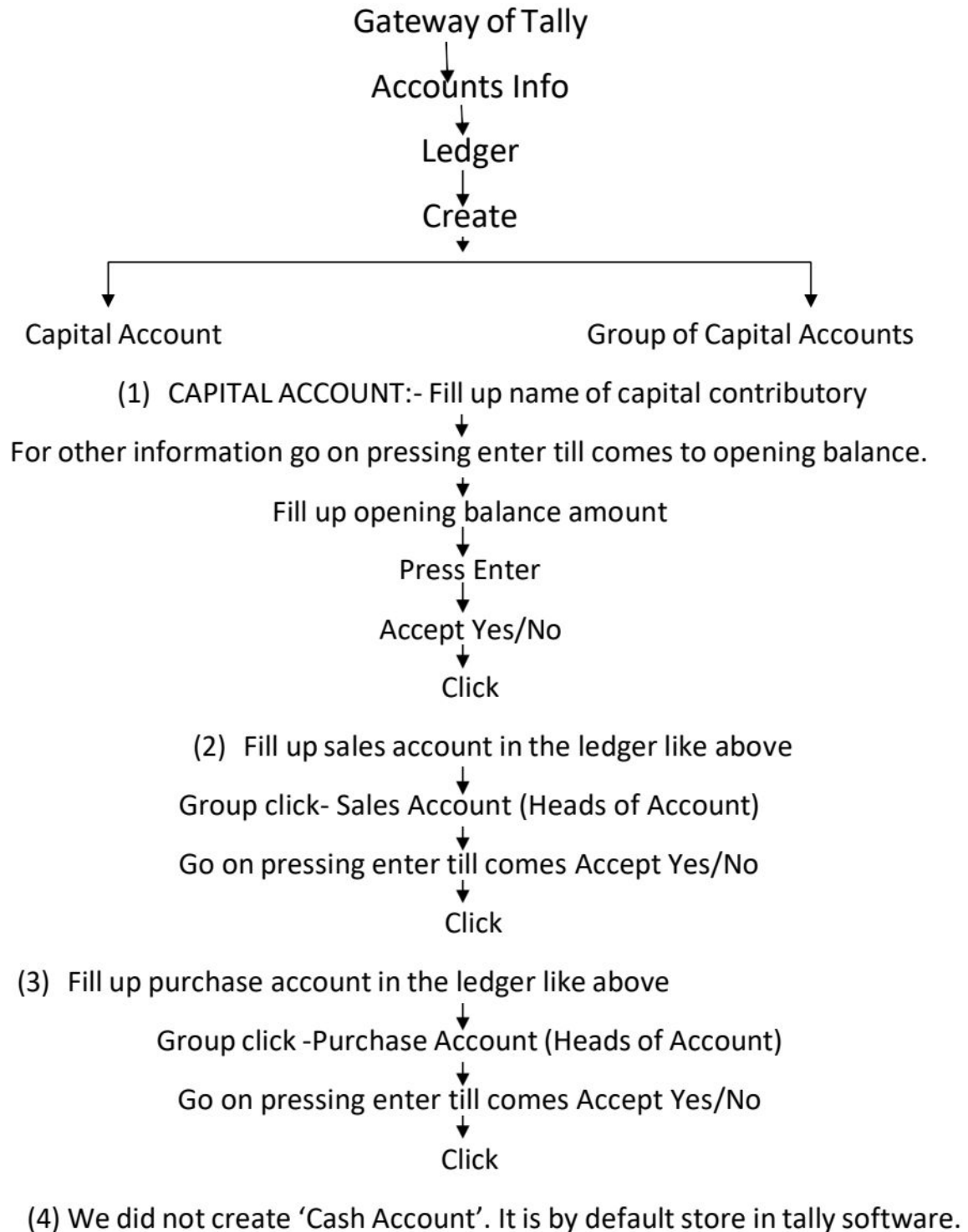
Depreciation on furniture 10% p.a. (on opening balance)

Closing Stock 8,000

SOLUTION

Step-1

Creation of ledger



(5) Fill up Bank name for Bank Account
Group click -Bank Account (Heads of Account)



Go on pressing enter till comes Accept Yes/No



Click

(6) Fill up Ram Account
Group click –Sundry Creditors (Heads of Account)



Fill up opening balance (if any)

Go on pressing enter till comes Accept Yes/No



Click

(7) Fill up Bishal Account
Group click –Sundry Debtors (Heads of Account)



Fill up opening balance (if any)

Go on pressing enter till comes Accept Yes/No



Click

(8) Fill up Rent Account
Group click –Indirect Expenses (Heads of Account)



Go on pressing enter till comes Accept Yes/No



Click

(9) Fill up Salary Account
Group click -Indirect Expenses (Heads of Account)



Go on pressing enter till comes Accept Yes/No



Click

(10) Fill up Furniture Account
Group click –Fixed Assets (Heads of Account)



Fill up opening balance (if any)

Go on pressing enter till comes Accept Yes/No



Click

Step-2

Voucher Entry

- a. Cash sales receipt vouchers processing F6.
- b. Cash purchase, salary payment, rent payment, Payment voucher processing F5.
- c. Credit Sales and Sales Vouchers processing F9.
- d. Depreciation and Journal Voucher processing F7

If we create any other ledger or heads under group we press 'Alt+C'

Gateway of tally

Click on the voucher entry

Now we make voucher entry Narration not required press enter to skip

1. Cash sale 18,000/-

Click on receipt voucher
Click on sale (fill up amount)
Click cash (fill up amount)
Accept

2. Cash purchase Rs.20,000/-

Click on payment voucher
Click on purchase (fill up amount)
Click cash (fill up amount)
Accept

3. Purchase goods from Ram on Credit for Rs.25,000/-

Click purchase voucher
Click purchase voucher (fill up amount)
Click Ram a/c (fill up amount)
Accept

4. Goods sold to Bishal on credit for Rs.22,000/-

Click sales voucher
Click sales voucher (fill up amount)
Click Bishal a/c (fill up amount)
Accept

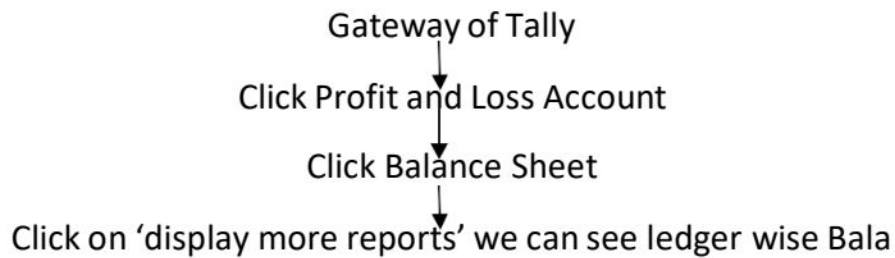
5. Cash deposit in Bank Rs. 5,000/-

Click on contra voucher
Click contra (fill up amount)
Click cash at bank (fill up amount)
Accept

6. Rent paid by cash for Rs. 1,000/-
Click payment voucher
Click rent (fill up amount)
Click cash (fill up amount)
Accept
7. Salary paid by issue cheque for Rs.1,500/-
Click payment voucher
Click salary (fill up amount)
Click bank (fill up amount)
Accept
8. Purchase furniture by cheque for Rs.40,000/-
Click payment voucher
Click furniture (fill up amount)
Click bank (fill up amount)
Accept
9. Cash withdraw from bank Rs.1,500/-
Click on contra voucher
Click contra (fill up amount)
Click cash (fill up amount)
Accept
10. Depreciation on furniture for Rs. 1,000/-
Click on journal entries
Click depreciation account (fill up amount)
Click furniture account (fill up amount)
Accept
11. Closing stock Rs. 8,000/-
Click journal voucher
Click closing stock (fill up amount)
Click purchase (fill up amount)
Accept

Step-3

To find entries reflected in final assets



National Enterprises		National Enterprises	
Liabilities	as at 1-Sep-2020	Assets	as at 1-Sep-2020
Capital Account	5,95,00,000.00	Fixed Assets	5,70,50,000.00
Drawings of Owner	(-),18,000.00	Computer	50,000.00
Owner's Capital	6,00,18,000.00	Furniture	5,00,000.00
Loans (Liability)	58,69,318.00	Land and Building	5,52,00,000.00
Bank OD A/c	75,000.00	Maruthi Van	13,00,000.00
Secured Loans	60,000.00	Investments	50,000.00
Bank Loans	57,34,318.00	Commodities	50,000.00
Current Liabilities	1,90,672.58	Current Assets	42,44,207.21
Duties & Taxes	2,17,644.18	Closing Stock	19,51,195.69
Provisions	60,000.00	Deposits (Asset)	12,000.00
Sundry Creditors	(-),86,971.60	Loans & Advances (Asset)	1,25,000.00
Difference in opening balances	8,75,000.00	Sundry Debtors	6,88,460.39
		Cash-in-Hand	2,25,000.00
		Bank Accounts	9,92,551.13
		CGST ITC	50,000.00
		IGST ITC	1,50,000.00
		SGST ITC	50,000.00
		Profit & Loss A/c	50,90,783.37
		Opening Balance	
		Current Period	50,90,783.37
Total	6,64,34,990.58	Total	6,64,34,990.58

BIBLIOGRAPHY

The study material to complete this project it takes from the books provided by the University of Calcutta.

Sources:

Learn Tally Prime

- www.tallysolution.com
- www.ebiztehnix.com
- www.aspringyouths.com
- www.javatpoint.com
- www.simplilearn.com