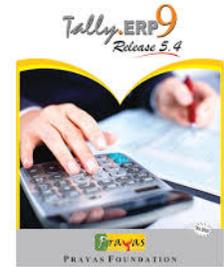




EXPERT IN TALLY



TRAINING MATERIAL

&

TALLY MODEL COMPANY



PRAGYA INSTITUTE OF IT & RESEARCH™



Helpline No. 7268941266

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Basic Principles of Accounting : -

Guidelines on Basic Accounting Principles and Concepts

GAAP (**Generally Accepted Accounting Principles**) is the framework, rules and guidelines of the financial accounting profession with a purpose of standardizing the accounting concepts, principles and procedures.

Here are the basic accounting principles and concepts under this framework :

1. Business Entity

A business is considered a separate entity from the owner(s) and should be treated separately. Any personal transactions of its owner should not be recorded in the business accounting book, vice versa. Unless the owner's personal transaction involves adding and/or withdrawing resources from the business.

2. Going Concern

It assumes that an entity will continue to operate indefinitely. In this basis, assets are recorded based on their original cost and not on market value. Assets are assumed to be used for an indefinite period of time and not intended to be sold immediately.

3. Monetary Unit

The business financial transactions recorded and reported should be in monetary unit, such as INR, US Dollar, Canadian Dollar, Euro, etc. Thus, any non-financial or non-monetary information that cannot be measured in a monetary unit are not recorded in the accounting books, but instead, a memorandum will be used.

4. Historical Cost

All business resources acquired should be valued and recorded based on the actual cash equivalent or original cost of acquisition, not the prevailing market value or future value. Exception to the rule is when the business is in the process of closure and liquidation.

5. Matching Concept

This principle requires that revenue recorded, in a given accounting period, should have an equivalent expense recorded, in order to show the true profit of the business.

6. Accounting Period

This principle entails a business to complete the whole accounting process of a business over a specific operating time period. It may be monthly, quarterly or annually. For annual accounting period, it may follow a Calendar or Fiscal Year.

7. Conservatism

This principle states that given two options in the valuation of business transactions, the amount recorded should be the lower rather than the higher value.

8. Consistency

This principle ensures consistency in the accounting procedures used by the business entity from one accounting period to the next. It allows fair comparison of financial information between two accounting periods.

9. Materiality

Ideally, business transactions that may affect the decision of a user of financial information are considered important or material, thus, must be reported properly. This principle allows errors or violations of accounting valuation involving immaterial and small amount of recorded business transaction.

10. Objectivity

This principle requires recorded business transactions should have some form of impartial supporting evidence or documentation. Also, it entails that bookkeeping and financial recording should be performed with independence, that's free of bias and prejudice.

Golden Rules of Accounting :-

A) Real Accounts:-

- 1) Debit what comes in.
- 2) Credit what goes out.

B) Personal Accounts :-

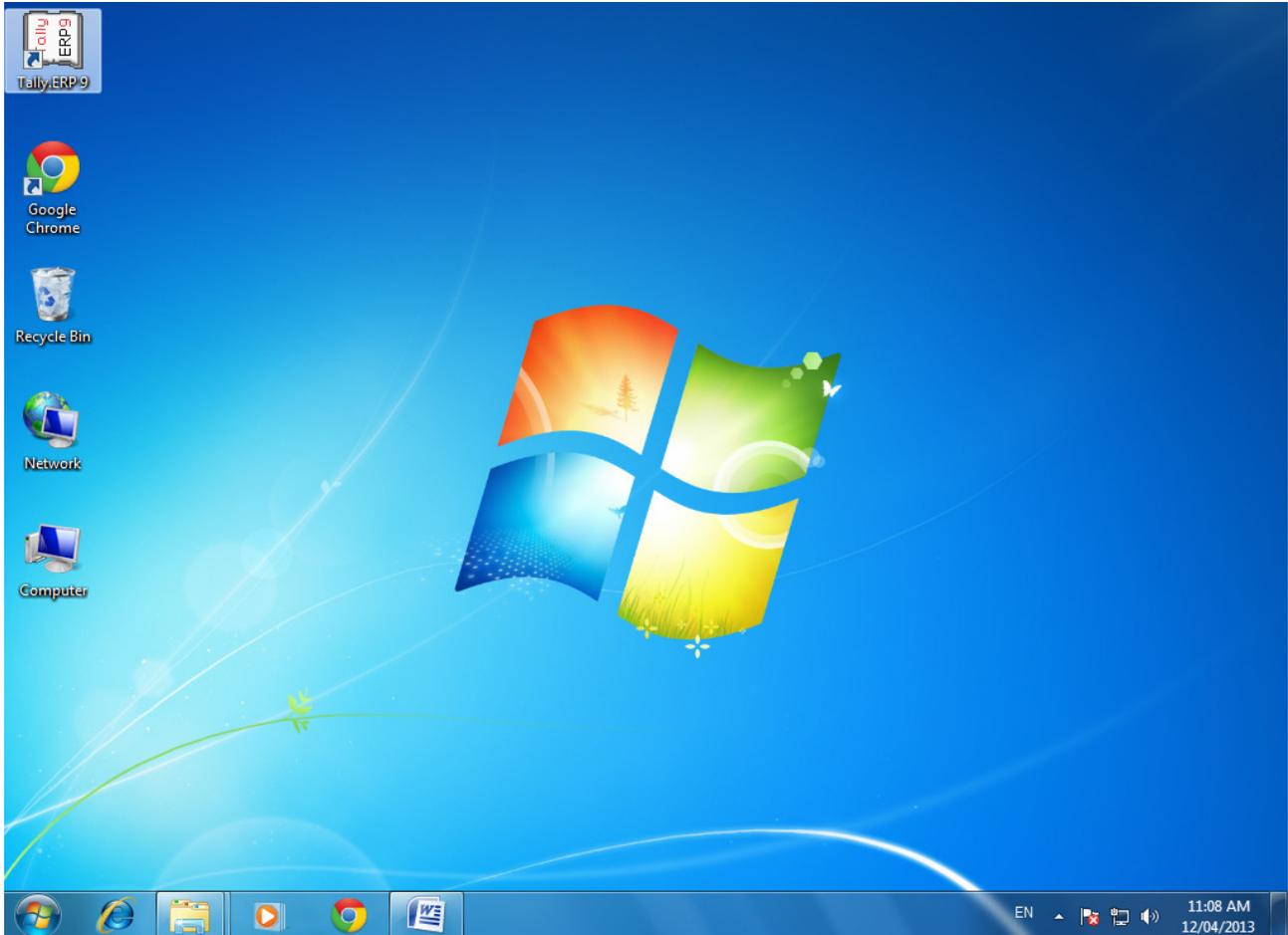
- 1) Debit the receiver.
- 2) Credit the giver.

C) Nominal Accounts :-

- 1) Debit all expenses & Losses.
- 2) Credit all Incomes & Revenue.

FIRST SCREEN :-

Tally ERP Icon.

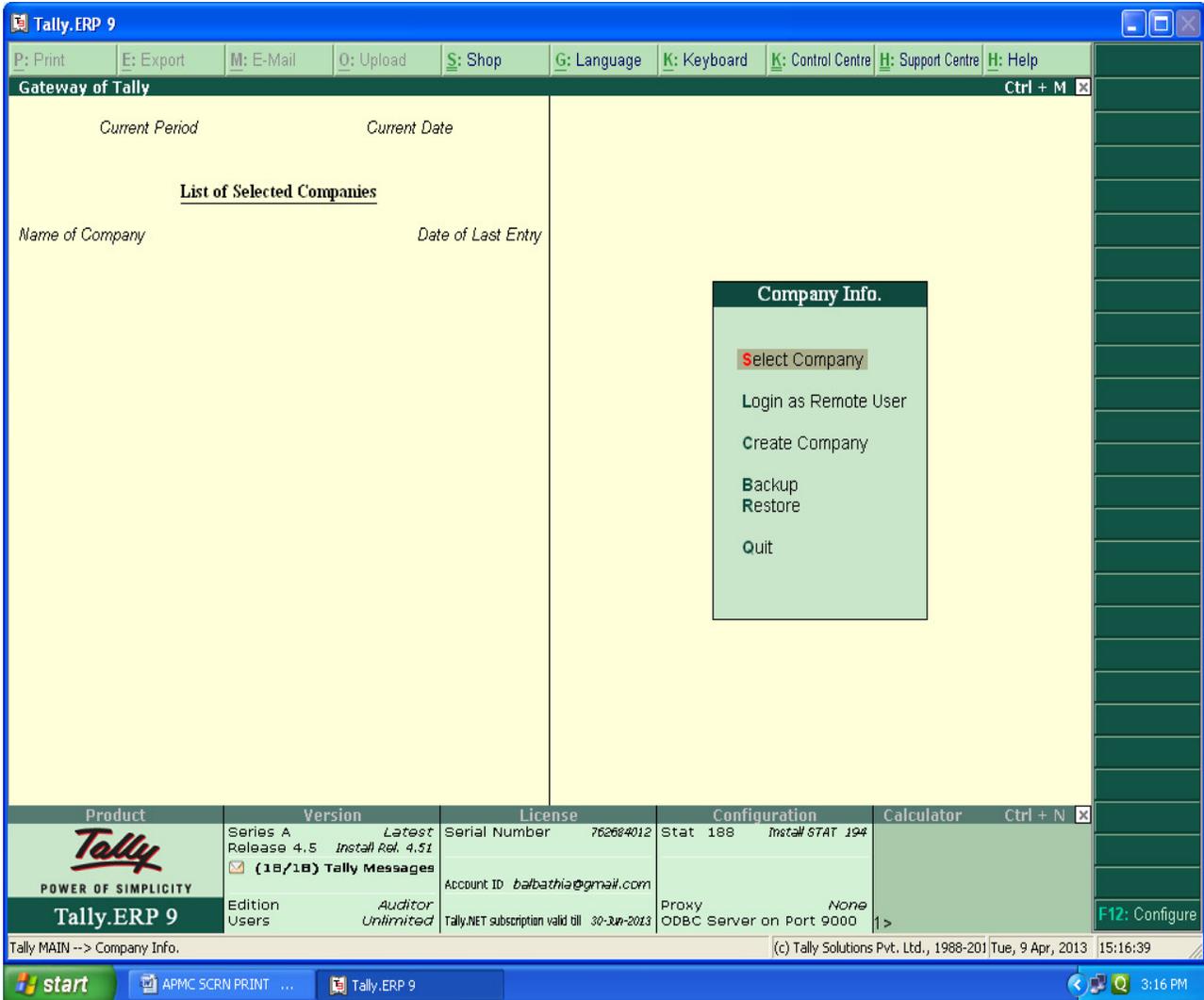


Please double Click on Tally ERP9 Icon or select and press enter on Tally ERP9 Icon to start the Tally ERP Program



SELECT COMPANY:-

Main Screen



Enter on Select or Press “S” to open the desired company.



CHOOSE COMPANY :-

The screenshot shows the Tally.ERP 9 software interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below the menu bar is a 'Select Company' dialog box. The dialog has a title bar 'Select Company' and a close button 'Ctrl + M X'. Inside the dialog, there is a 'Current Period' field, a 'List of Selected Companies' field, and a 'List of Companies' table. The table has three columns: Name, Code, and Period. Two companies are listed: APMC (10000) for 1-Apr-2013 to 31-Mar-2014, and APMC (11111) for 1-Apr-2013 to 31-Mar-2014. The second entry is highlighted. Below the table, there is a 'Company Info.' section with fields for 'Company', 'Remote User', and 'Company'. At the bottom of the dialog, there is a 'Quit' button. The background shows the Tally.ERP 9 main window with a status bar at the bottom. The status bar contains the text 'Tally MAIN -> Company Info. -> Select Company' and '(c) Tally Solutions Pvt. Ltd., 1988-201 Tue, 9 Apr, 2013 15:18:11'. The Windows taskbar at the bottom shows the start button, a taskbar with 'APMC SCRIN PRINT ...' and 'Tally.ERP 9', and a system tray with the time '3:18 PM'.

Name	Code	Period
APMC	(10000)	1-Apr-2013 to 31-Mar-2014
APMC	(11111)	1-Apr-2013 to 31-Mar-2014

Choose the Relevant company from the list and press enter.



GATEWAY OF TALLY :-

Current Period
1-4-2013 to 31-3-2014

Current Date
Monday, 1 Apr, 2013

List of Selected Companies

Name of Company	Date of Last Entry
APMC	No Vouchers Entered

Gateway of Tally

- Masters**
 - Accounts Info.
 - Quick Setup
- Transactions**
 - Accounting Vouchers
- Utilities**
 - ImpOrt of Data
 - Banking
- Audit**
 - Audit & Compliance
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Ratio Analysis
- Display**
 - Multi Account Printing
- Quit**

Product Tally.ERP 9
Version Series A Latest Release 4.5 Install Rel. 4.51
License Serial Number 762684012
 Account ID balbathia@gmail.com
Configuration Stat 188 Install STAT 194
 Proxy ODBC Server on Port 9000
 Tally.NET subscription valid till 30-Jun-2013

Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-201 Tue, 9 Apr, 2013 15:21:36

At this screen, it can be seen as to which company is open, period of operation, current date and the date of last entry.

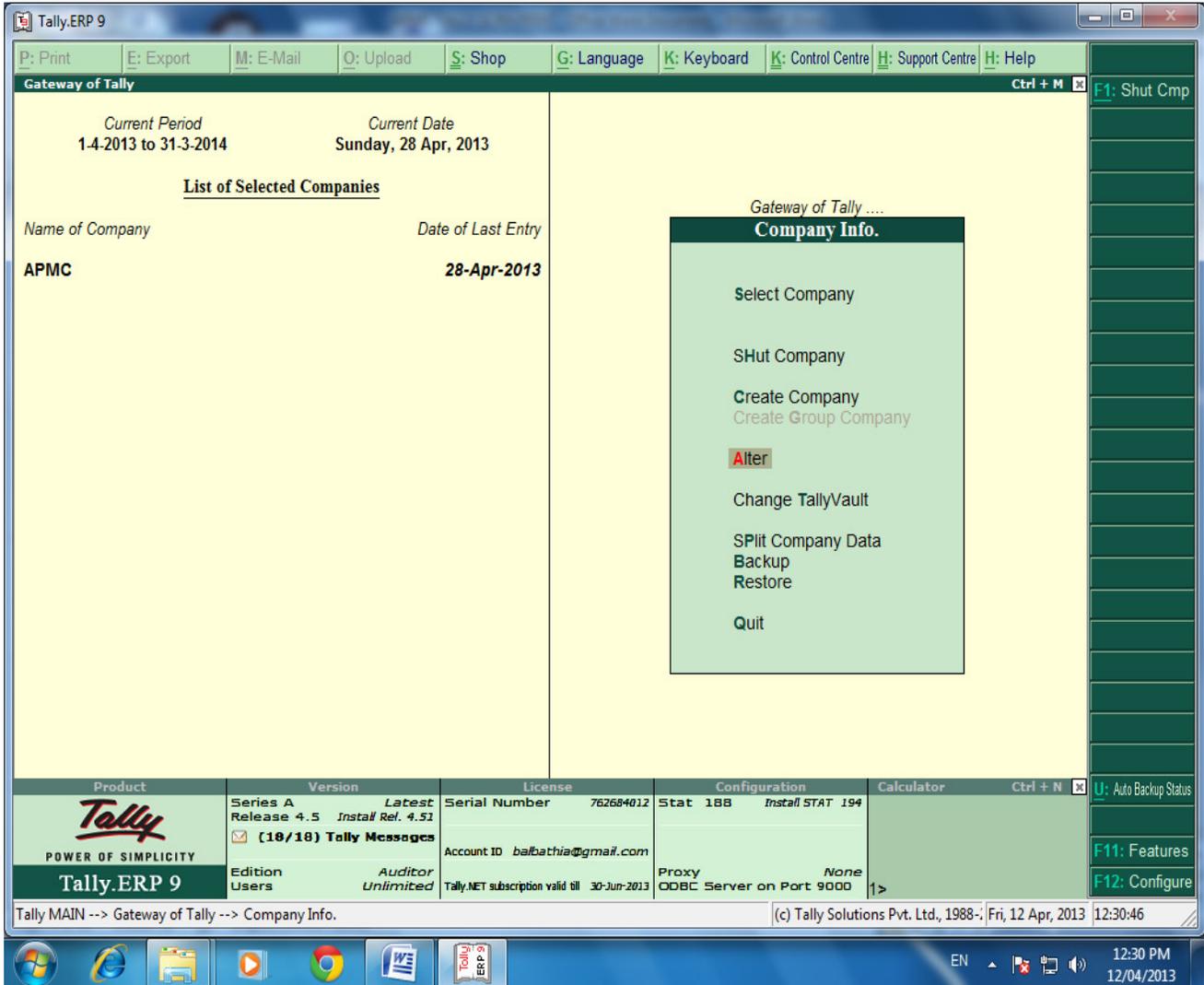
CHANGE ACCOUNTING PERIOD :-

The screenshot shows the Tally ERP 9 interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below this is a title bar for 'Change Menu Period' with 'APMC' and 'Ctrl + M' buttons. The main area displays 'Current Period' as 1-4-2013 to 31-3-2014 and 'Current Date' as Sunday, 28 Apr, 2013. A 'List of Selected Companies' table shows 'APMC' with a 'Date of Last Entry' of 28-Apr-2013. A 'Gateway of Tally' menu is visible on the right, listing options like Masters, Accounts info, Quick Setup, Transactions, Accounting Vouchers, Utilities, ImpOrt of Data, BaNking, Audit, Audit & Compliance, Reports, Balance Sheet, Profit & Loss A/c, Ratio Analysis, Display, Multi Account Printing, and Quit. A 'Change Period' dialog box is overlaid in the center, showing 'From : 1-4-2013' and 'To : 31-3-2014'. At the bottom, there is a status bar with product information (Tally ERP 9, Series A, Latest Release 4.5, Install Rel. 4.6), license details (Serial Number 762684012, Account ID balbathia@gmail.com), configuration (Stat 188, Install STAT 195, Proxy ODBC Server on Port 9000), and system information (Tally Solutions Pvt. Ltd., 1988-2013, Wed, 8 May, 2013, 16:49:05).

Press “Alt-F2” to change the period for which accounting is to be done.



ALTER COMPANY/ CREATE NEW COMPANY :-



After pressing “Alt-F3”, the company info screen is displayed, in which options for Altering company master data, backup etc are seen (Alter).



RECORDING OF OPENING BALANCES :-

PATH : At Gateway of Tally

Accounts Info→Ledger→Alter→Cash in Hand.

The screenshot shows the Tally.ERP 9 software interface. The main window is titled "Select Ledger" and is for company "APMC". The current period is "1-4-2013 to 31-3-2014". The "Name of Ledger" field is set to "Cash". The "List of Ledgers" shows the following items:

Name of Ledger
Cash
Cash at Head Office
Cash at Sub Market Office
Leave Encashment Exps

The "Gateway of Tally" menu is open, showing options for "Single Ledger" (Create, Display, Alter) and "Multiple Ledgers" (Create, Display, Alter, Quit). The status bar at the bottom shows the path: "Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Select Ledger". The system tray shows the date and time: "Tue, 9 Apr, 2013 16:21:41".

The opening Balances of all Balance Sheet items can be recorded by selecting the ledgers.

ENTER THE OPENING BALANCE AMOUNT :-

The screenshot shows the 'Ledger Alteration' window in Tally.ERP 9. The window title is 'Ledger Alteration' and the company name is 'APMC'. The ledger name is 'Cash at Head Office' with an alias. The 'Total Op. Bal.' is 1,45,780.00 Dr, and the 'Difference' is 1,45,780.00 Dr. The 'Under' field is 'Cash-in-Hand (Current Assets)'. The 'Mailing Details' section includes fields for Name, Address, State, and PIN Code. The 'Tax Information' section includes fields for PAN / IT No., Sales Tax No., and CST No. The 'Opening Balance (on 1-Apr-2013)' is 1,45,780.00 Dr. The window has a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The status bar shows the current path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration. The system tray shows the date and time: Tue, 9 Apr, 2013, 16:31:51.

Ledger Alteration		APMC		Ctrl + M	
Name	: Cash at Head Office			Total Op. Bal.	
(alias)	:			1,45,780.00 Dr	
				Difference	
				1,45,780.00 Dr	
Under	: Cash-in-Hand (Current Assets)				
		Mailing Details			
		Name	:		
		Address	:		
		State	:		
		PIN Code	:		
		Tax Information			
		PAN / IT No.	:		
		Sales Tax No.	:		
		CST No.	:		
Opening Balance (on 1-Apr-2013) : 1,45,780.00 Dr					

The Opening Balance as on 01-04-2013 can be feeded for all ledgers and it should be ensured that there is no difference in opening Balance in Tally.



PATH : Accounts info→Ledger→Alter→DCC BANK

The screenshot shows the Tally.ERP 9 application window. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below the menu bar is a title bar for the 'Select Ledger' window, showing 'APMC' and 'Ctrl + M'. The main area is divided into several sections:

- Current Period:** 1-4-2013 to 31-3-2014
- Current Date:** Monday, 1 Apr 2013
- Name of Ledger:** Dc.
- List of Selected Companies:** APMC
- List of Ledgers:** DCC Bank (highlighted), DCC BANK SHARE, Interest to Banks - D.C.C.
- Gateway of Tally ... Accounts Info ... Ledgers:** A context menu is open, showing options for 'Single Ledger' (Create, Display, Alter) and 'Multiple Ledgers' (Create, Display, Alter), along with an 'Quit' option.

At the bottom of the window, there is a status bar with the following information:

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 4.5 Latest Install Rel. 4.51 (1B/1B) Tally Messages	Serial Number 762684012 Account ID balbathia@gmail.com Edition Users Auditor Unlimited Tally.NET subscription valid till 30-Jun-2013	Stat 188 Install STAT 194 Proxy None ODBC Server on Port 9000	Ctrl + N

The status bar also displays the navigation path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Select Ledger. On the right, it shows the copyright notice: (c) Tally Solutions Pvt. Ltd., 1988-2013, the date: Tue, 9 Apr, 2013, and the time: 16:38:00. The Windows taskbar at the bottom shows the Start button, open applications (APMC SCR.N PRINT, Tally.ERP 9), and the system tray with the time 4:38 PM.



ENTERING THE OPENING BALANCE AMOUNT :-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Ledger Alteration APMC Ctrl + M

Name : DCC Bank (alias) :	Total Op. Bal. 5,32,280.00 Dr <i>Difference</i> 5,32,280.00 Dr
-------------------------------------	--

Under : Bank Accounts (Current Assets) Effective Date for Reconciliation ? 1-Apr-2013 Set/Alter Cheque Books ? No Set/Alter Banking Configuration ? No	Mailing Details Name : DCC Bank Address : State : <input type="checkbox"/> Not Applicable PIN Code : A/c No. : Branch Name : BSR Code : IFS Code :
--	---

Opening Balance (on 1-Apr-2013) : 3,86,500.00 Dr

Q: Quit A: Accept D: Delete

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration (c) Tally Solutions Pvt. Ltd., 1988-201 Tue, 9 Apr, 2013 16:39:39

start APMC SCRIN PRINT ... Tally.ERP 9 4:39 PM

The Closing balance as on 31.03.2013 as per audited statement of accounts can be recorded as opening balance as on 01.04.2013.



FOR MAKING ACCOUNTING ENTRIES :-

Select Accounting Vouchers

The screenshot displays the Tally.ERP 9 software interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below this is the 'Gateway of Tally' window. The main area is divided into two panes. The left pane shows the 'List of Selected Companies' with a table containing one entry: APMC, with a date of last entry of 28-Apr-2013. The right pane shows a menu with categories: Masters (Accounts Info, Quick Setup), Transactions (Accounting Vouchers), Utilities (ImpOrt of Data, BaNking), Audit (Audit & Compliance), and Reports (Balance Sheet, Profit & Loss A/c, Ratio Analysis, Display, Multi Account Printing, Quit). A vertical toolbar on the right side contains function key shortcuts: F1: Select Cmp, F1: Shut Cmp, F2: Date, F2: Period, F3: Company, F3: Cmp Info, F4: Connect, F4: Disconnect, F11: Features, and F12: Configure. At the bottom, there is a status bar with product information (Tally.ERP 9, Series A, Release 4.5, Latest Install Ref. 4.52), license details (Serial Number 762684012, Stat 188, Install STAT 194), and system information (Tally MAIN --> Gateway of Tally, (c) Tally Solutions Pvt. Ltd., 1988-; Mon, 15 Apr, 2013 16:44:47). The Windows taskbar at the very bottom shows the system clock at 4:44 PM on 15/04/2013.

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 4.5 Latest Install Ref. 4.52 [18/18] Tally Messages	Serial Number 762684012 Account ID balbathia@gmail.com Tally.NET subscription valid till 30-Jun-2013	Stat 188 Install STAT 194 Proxy None ODBC Server on Port 9000	Ctrl + N



SELECT THE PROPER KEY AS PER REQUIREMENT :-

i) **F4 – Contra** : For any Deposit/Withdrawal of Cash from Bank. (Only Cash/Bank A/c are Debited / Credited in Contra entries.)

ii) **F5 – Payment**: For any Payment made weather cash /Cheque entry should be passed through Payment entry. (Only Cash/Bank A/c are Credited in Payment entry.)

iii) **F6 – Receipt**: For any Receipt weather in cash /Cheque entry should be passed through Receipt entry. (Only Cash/Bank A/c are Debited in receipt entry.)

iv) **F7 – Journal** : Other than Cash/Bank any entry can be passed through Journal entry. (Transactions where No Cash/Bank A/c are affected should be passed through Journal e.g. Year end Provisions entries).

v) **F8 & F9 – Sales & Purchase Entries**: For Trading Activities i.e Purchase & Sales of Goods, Entries should be passed through this keys.

SELECT F6 KEY FOR RECEIPT ENTRY : -

MAIN MARKET FEES RECEIPT.

The screenshot shows the Tally.ERP 9 Accounting Voucher Alteration (Secondary) window for a Receipt entry. The window title is "Tally.ERP 9" and the menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The voucher type is "Receipt" and the date is "1-Apr-2013". The company is "APMC".

Particulars	Debit	Credit
Cr Market Fee - Banana - Main Mkt Cur Bal: 20,000.00 Cr		10,000.00
Cr Supervision Fee - Main Market Cur Bal: 1,105.00 Cr		100.00
Dr DCC Bank Cur Bal: 29,48,280.25 Dr	10,100.00	
Market Fee - Banana - Main Mkt Inst. No. : 23456 Inst. Date : 1-Apr-2013 Bank Name : ICICI Bank Branch : Market Yard		
		10,100.00
		10,100.00

Narration:
Recd from ABC TRaders

The bottom of the window shows a status bar with "Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Ledger Vouchers --> Accounting Voucher Alteration ...", copyright information "(c) Tally Solutions Pvt. Ltd., 1988-2013", and the date and time "Wed, 8 May, 2013 17:16:32".

For recording of any transactions, Rules of Accounting should be followed. E.g. At the time of recording Market receipt (Income) Nominal Accounts rules i.e. Credit the Incomes and Revenues.(Please refer above screen).

Summary of Transactions Should be mentioned in Narration Part.

In the above entry, please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.



SELECT F4 KEY FOR CONTRA ENTRY : -

Contra entry :

Amount withdrawn from the Bank.

The screenshot shows the Tally.ERP 9 Accounting Voucher Creation window. The voucher type is 'Contra' (No. 1) dated '28-Apr-2013 Sunday'. The entry is as follows:

Particulars	Debit	Credit
To DCC Bank Cur Bal: 29,48,285.25 Dr APMC Cheque Range : <input type="checkbox"/> Not Applicable Bank Date : Inst. No.: Inst. Date : 28-Apr-2013 Cross Using : A/c Payee	10,000.00	10,000.00
By Cash at Head Office Cur Bal: 6,66,035.00 Dr		10,000.00
Narration:	10,000.00	10,000.00

The interface includes a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand panel lists function keys (F1-F12) such as Accounts Buttons, Inventory Buttons, Date, Company, Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchase, Debit Note, Rev Jml, Memos, Post-Dated, Optional, Features, and Configure. The status bar at the bottom shows '(c) Tally Solutions Pvt. Ltd., 1988-' and the date 'Fri, 12 Apr, 2013 11:24:59'.



SELECT F5 KEY FOR PAYMENT ENTRY : -

Payment Entry :

The screenshot displays the Tally.ERP 9 Accounting Voucher Creation window. The window title is "Tally.ERP 9" and the menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area shows a "Payment" voucher for "No. 1" dated "28-Apr-2013 Sunday". The voucher details include:

- Particulars:**
 - By **Bank Charges** (Debit 100.00)
 - Cur Bal: 100.00 Dr
 - To **DCC Bank** (Credit 100.00)
 - Cur Bal: 29,58,185.25 Dr
 - Bank Charges: 100.00 (Cheque)
 - Cheque Range: Not Applicable
 - Bank Date:
 - Inst. No.:
 - Inst. Date: 28-Apr-2013
 - Cross Using: A/c Payee

The total amount is 100.00 on both the debit and credit sides. The narration field is currently blank. The bottom status bar shows "Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation" and the system clock indicates "Mon, 15 Apr, 2013 17:38:31".



Payment Entry :

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation APMC Ctrl + M

Payment No. 2 28-Apr-2013 Sunday

Particulars	Debit	Credit
By House Rent - Officers & Staff Cur Bal: 10,000.00 Dr	10,000.00	
To DCC Bank Cur Bal: 29,48,185.25 Dr		10,000.00
House Rent - Officers & Staff Cheque 10,000.00		
Cheque Range: Not Applicable Inst. No.: Inst. Date : 28-Apr-2013 Cross Using : A/c Payee		
Bank Date :		
	10,000.00	10,000.00

Narration:

Q: Quit A: Accept D: Delete X: Cancel

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-; Mon, 15 Apr, 2013 17:40:04

Windows Taskbar: 5:40 PM 15/04/2013



BANKS MONTHLY EXTRACT :-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Ledger Monthly Summary APMC Ctrl + M

Particulars	DCC Bank APMC 1-Apr-2013 to 28-Apr-2013		Closing Balance
	Debit	Credit	
Opening Balance			3,86,500.00 Dr
April	25,91,980.25	20,100.00	29,58,380.25 Dr
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			
Grand Total	25,91,980.25	20,100.00	29,58,380.25 Dr

Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 11:57:12

We can see the Total monthly Inflow and outflow (Dr.& Cr.) of a particular ledger and also can see the Monthly closing balance of the said ledger.

BANKING DETAILED TRANSACTIONS :-

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-4-2013 (as per details)		Receipt	2	10,100.00	
	Market Fee - Banana - Main Mkt			10,000.00 Cr	
	Supervision Fee - Main Market			100.00 Cr	
8-4-2013 (as per details)		Receipt	3	10,00,500.00	
	Market Fee - Cotton - Main Mkt			10,00,000.00 Cr	
	Supervision Fee - Main Market			500.00 Cr	
15-4-2013 (as per details)		Receipt	4	5,00,250.00	
	Market Fee - Wheat - Main Mkt			5,00,000.00 Cr	
	Supervision Fee - Main Market			250.00 Cr	
15-4-2013 (as per details)		Receipt	5	50,025.00	
	Market Fee - Beetel Leaf - Sub Mkt			50,000.00 Cr	
	Supervision Fee - Sub Market			25.00 Cr	
28-4-2013 (as per details)		Receipt	8	1,00,050.00	
	Market Fee - Wheat - Sub Mkt			1,00,000.00 Cr	
	Supervision Fee - Sub Market			50.00 Cr	
28-4-2013 (as per details)		Receipt	9	60,530.25	
	Market Fee - Potata - Sub Mkt			60,500.00 Cr	
	Supervision Fee - Sub Market			30.25 Cr	
28-4-2013 (as per details)		Receipt	10	8,50,425.00	
	Market Fee - Dry Fruits - Sub Mkt			8,50,000.00 Cr	
	Supervision Fee - Sub Market			425.00 Cr	
28-4-2013	Cash at Head Office	Contra	1		10,000.00
28-4-2013	Cash at Head Office	Contra	2	10,000.00	
28-4-2013	BANK CHARGES	Payment	1		100.00
28-4-2013	House Rent - Officers & Staff	Payment	2		10,000.00
28-4-2013 (as per details)		Receipt	12	10,100.00	
				2 more ... ↓	
Opening Balance :				3,86,500.00	
Current Total :				25,91,980.25	20,100.00
Closing Balance :				29,58,380.25	

After Entering Ledger Monthly Extract, We can get the detailed day wise Transactions.

PREPARING BANK RECONCILIATION STATEMENTS :-

Bank Reconciliation APMC 1-Apr-2013 to 30-Apr-2013

Ledger: DCC Bank

(Reconciliation)

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	
1-4-2013	Market Fee - Banana - Main Mkt Receipt		Cheque/DD	23456	1-4-2013	15-4-2013	10,100.00		
8-4-2013	Market Fee - Cotton - Main Mkt Receipt		Cheque/DD		8-4-2013	12-4-2013	10,00,500.00		
15-4-2013	Market Fee - Wheat - Main Mkt Receipt		Cheque/DD		15-4-2013	20-4-2013	5,00,250.00		
15-4-2013	Market Fee - Beetel Leaf - Sub Mkt Receipt		Cheque/DD		15-4-2013		50,025.00		
28-4-2013	Market Fee - Wheat - Sub Mkt Receipt		Cheque/DD		28-4-2013		1,00,050.00		
28-4-2013	Market Fee - Potata - Sub Mkt Receipt		Cheque/DD		28-4-2013		60,530.25		
28-4-2013	Market Fee - Dry Fruits - Sub Mkt Receipt		Cheque/DD		28-4-2013		8,50,425.00		
28-4-2013	Cash at Head Office Contra		Cheque		28-4-2013			10,000.00	
28-4-2013	Cash at Head Office Contra		Cash		28-4-2013		10,000.00		
28-4-2013	BANK CHARGES Payment		Cheque		28-4-2013			100.00	
28-4-2013	House Rent - Officers & Staff Payment		Cheque		28-4-2013			10,000.00	
28-4-2013	Market Fee - Banana - Sub Mkt Receipt		Cheque/DD	78945	28-4-2013	5-5-2013	10,100.00		
							Balance as per Company Books :	29,58,380.25	
							Amounts not reflected in Bank :	10,81,130.25	20,100.00
							Balance as per Bank :	18,97,350.00	

Summary: Balance as per Company Books : 29,58,380.25
 Amounts not reflected in Bank : 10,81,130.25
 Balance as per Bank : 18,97,350.00

Footer: Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:01:29

For Preparing Bank Reconciliation , Press F5 Key and enter the Actual clearance date of cheque (Bank Date). From that we can get the difference and detail of amount which is not reflected in Bank account for current period.

PRINTING OPTION :-

The screenshot displays the Tally.ERP 9 interface. At the top, there's a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below this, the 'Print Report' window is open for 'APMC' with a date range of '1-Apr-2013 to 30-Apr-2013'. The ledger shows transactions for 'DCC Bank' with columns for Date, Particulars, Vch Type, Transaction Type, Instrument No., Instrument Date, Bank Date, Debit, and Credit. A 'Printing' dialog box is overlaid on the ledger, containing the following details:

- Printer : Auto HP LaserJet 1022 on PC08 (No05.)
- Paper Type : Letter
- No. of Copies : 1
- Print Language : English (Printing Dimensions)
- Method : Neat Mode
- Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)
- Page Range : All
- Print Area : (8.19" x 10.71") or (208 mm x 272 mm)

Below the printing settings, the 'Report Titles' section shows 'DCC Bank Reconciliation Statement (with Print Preview) Without Company Phone No.'. At the bottom of the dialog, there are options to 'Select vouchers to show' (All Vouchers), 'Show Narrations also' (No), 'Show Remarks also' (No), 'Show Reconciled Transactions also' (No), and 'Show Payment Favouring/ Received From' (No). A 'Print ?' button is present with 'Yes or No' options.

At the bottom of the ledger, summary figures are shown:

- Balance as per Company Books : 29,58,380.25
- Amounts not reflected in Bank : 10,81,130.25
- Balance as per Bank : 18,97,350.00

The Windows taskbar at the bottom shows the Start button, Tally.ERP 9 application, and the system tray with the date and time (Thu, 9 May, 2013 12:02:46).

For Print of any page press Alt+P key and select the required detail: (Please see the above Right side screen). E.g.

- For Print Preview - Alt + I
- For Title Editing - Alt + T
- For No.of copies - Alt + C etc.



BANK RECONCIALATION STATEMENTS :-

APMC
DCC Bank
Reconciliation Statement

1-Apr-2013 to 30-Apr-2013

Page 1

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
28-4-2013	Market Fee - Wheat - Sub Mt Receipt		Cheque/DD		28-4-2013		1,00,050.00	
28-4-2013	Market Fee - Potato - Sub Mt Receipt		Cheque/DD		28-4-2013		60,530.25	
28-4-2013	Market Fee - Dry Fruits - Sub Mt Receipt		Cheque/DD		28-4-2013		8,50,425.00	
28-4-2013	Cash at Head Office	Contra	Cheque		28-4-2013			10,000.00
28-4-2013	BANK CHARGES	Payment	Cheque		28-4-2013			100.00
28-4-2013	House Rent - Officers & Staff	Payment	Cheque		28-4-2013			10,000.00
28-4-2013	Cash at Head Office	Contra	Cash		28-4-2013	2-5-2013	10,000.00	
28-4-2013	Market Fee - Banana - Sub Mt Receipt		Cheque/DD	78945	28-4-2013	2-5-2013	10,100.00	
Balance as per Company Books :							29,58,380.25	
Amounts not reflected in Bank :							10,31,105.25	20,100.00
Balance as per Bank :							19,47,375.00	

Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 | Thu, 9 May, 2013 | 12:14:10

Bank Reconciliation can be prepared on the basis of Bank date and Date on which entries are recorded in tally. With the help of this BRS can be obtained on Real Time basis.

TRAIL BALANCE :-

PATH- Gateway of Tally → Display → Trail Balance

The screenshot shows the Tally.ERP 9 software interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below this is the 'Gateway of Tally' window. The current period is 1-4-2013 to 31-3-2014, and the current date is Sunday, 28 Apr, 2013. A list of selected companies shows 'APMC' with a date of last entry of 28-Apr-2013. A 'Display Menu' is open, listing various reports, with 'Trial Balance' highlighted in red. Other options include Day Book, Account Books, Statements of Accounts, Cash/Funds Flow, Receipts and Payments, List of Accounts, Exception Reports, and Quit. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Display Menu' and '(c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:09:08'. The Windows taskbar at the bottom shows the start button, Tally.ERP 9, and APMC TALLY SCR N P... with the time 12:09 PM.



Summerise Groupwise Closing Trail Balance:-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Trial Balance APMC Ctrl + M

Particulars	APMC	
	1-Apr-2013 to 28-Apr-2013	
	Closing Balance	
	Debit	Credit
Capital Account		6,32,280.00
Current Liabilities		1,810.25
Current Assets	38,64,490.25	
Direct Incomes		32,40,500.00
Indirect Expenses	10,100.00	
Grand Total	38,74,590.25	38,74,590.25

Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance (c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:10:01

start Tally.ERP 9 APMC TALLY SCR N P... 12:10 PM



After Pressing Alt+F1 key, We will get the detailed trail Balance :-

The screenshot displays the Tally ERP 9 interface with a Trial Balance report for APMC. The report is titled 'Trial Balance APMC' and covers the period from 1-Apr-2013 to 28-Apr-2013. The closing balance is shown as 38,74,590.25 on both the debit and credit sides.

Particulars	APMC 1-Apr-2013 to 28-Apr-2013	
	Debit	Credit
Capital Account		6,32,280.00
FUNDS		6,32,280.00
Current Liabilities		1,810.25
SUPERVISION FEES PAYABLE		1,810.25
Current Assets	38,64,490.25	
Opening Stock		
Cash-in-hand	9,06,110.00	
Bank Accounts	29,58,380.25	
Direct Incomes		32,40,500.00
MARKET FEES		32,40,500.00
Indirect Expenses	10,100.00	
ADMINISTRATIVE EXPENSES	100.00	
SALARY & ALLOWANCE TO STAFF	10,000.00	
Grand Total	38,74,590.25	38,74,590.25

The interface includes a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand pane contains function keys (F1-F12) for various report and configuration actions. The taskbar at the bottom shows the Windows start button, the Tally ERP 9 application, and the system clock indicating 12:32 PM on Thu, 9 May, 2013.



By Pressing F12 (Configuration), We can select Opening trail Balance Yes Option and can see the Opening Trail Balance also or Can see the transactions during the year also.

The screenshot shows the Tally.ERP 9 Configuration window for APMC. The main window displays a trial balance for the period 1-Apr-2013 to 29-Apr-2013. A configuration dialog box is overlaid on the trial balance, allowing the user to select options for displaying opening balances and transactions.

Configuration		Debit	Credit
Closing Balance			
Capital Account			6,32,280.00
FUNDS			6,32,280.00
Current Liabilities			1,810.25
SUPERVISION FEES PAYABLE			1,810.25
Current Assets		38,64,490.25	
Opening Stock			
Cash-in-hand	Show Opening Balances ? Yes	9,06,110.00	
Bank Accounts	Show transactions ? Yes	29,58,380.25	
	Nett transactions only ? No		
Direct Incomes	Show Closing Balances ? Yes		32,40,500.00
MARKET FEES	Show Percentages ? No		32,40,500.00
Indirect Expenses		10,100.00	
ADMINISTRATIVE EXPENSES		100.00	
SALARY & ALLOWANCE TO STAFF	Appearance of Names : Name Only	10,000.00	
	Scale Factor for Values : Default		
	Sorting Method : Default		
	Expand all levels in Detailed Format ? No		
Grand Total		38,74,590.25	38,74,590.25

The configuration dialog box contains the following settings:

- Show Opening Balances: ? Yes
- Show transactions: ? Yes
- Nett transactions only: ? No
- Show Closing Balances: ? **Yes**
- Show Percentages: ? No
- Appearance of Names: : Name Only
- Scale Factor for Values: : Default
- Sorting Method: : Default
- Expand all levels in Detailed Format: ? No

The status bar at the bottom of the window shows the navigation path: Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance --> Configuration. The system clock indicates the date and time as Fri, 10 May, 2013 12:14:08.

Can see the opening as well as Closing Trail Balance with Transactions During the year as per below screen :

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help F1: Condensed

Trial Balance APMC Ctrl + M F2: Period

Particulars	APMC 1-Apr-2013 to 28-Apr-2013			Closing Balance
	Opening Balance	Transactions		
		Debit	Credit	
Capital Account	6,32,280.00 Cr			6,32,280.00 Cr
FUNDS	6,32,280.00 Cr			6,32,280.00 Cr
Current Liabilities			1,810.25	1,810.25 Cr
SUPERVISION FEES PAYABLE			1,810.25	1,810.25 Cr
Current Assets	6,32,280.00 Dr	32,62,310.25	30,100.00	38,64,490.25 Dr
Opening Stock				
Cash-in-hand	2,45,780.00 Dr	6,70,330.00	10,000.00	9,06,110.00 Dr
Bank Accounts	3,86,500.00 Dr	25,91,980.25	20,100.00	29,58,380.25 Dr
Direct Incomes			32,40,500.00	32,40,500.00 Cr
MARKET FEES			32,40,500.00	32,40,500.00 Cr
Indirect Expenses		10,100.00		10,100.00 Dr
ADMINISTRATIVE EXPENSES		100.00		100.00 Dr
SALARY & ALLOWANCE TO STAFF		10,000.00		10,000.00 Dr
Grand Total		32,72,410.25	32,72,410.25	

Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select F3: Company F4: Group F5: Led-wise F6: Monthly F7: Vouchers C: New Column A: Alter Column D: Del Column N: Auto Column B: Budget Variance F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Configure F12: Range F12: Value

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance (c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:15:26

start Tally.ERP 9 APMC TALLY SCRIN P... 12:15 PM



PROFIT & LOSS A/C IN TALLY :-

PATH- Gateway of Tally → Display → Profit & Loss A/c

APMC		APMC	
1-Apr-2013 to 28-Apr-2013		1-Apr-2013 to 28-Apr-2013	
Particulars		Particulars	
Opening Stock		Sales Accounts	
Purchase Accounts		Direct Incomes	32,40,500.00
Gross Profit c/o	32,40,500.00	MARKET FEES	32,40,500.00
		Closing Stock	32,40,500.00
	32,40,500.00	Gross Profit b/f	32,40,500.00
Indirect Expenses	10,100.00	Indirect Incomes	
ADMINISTRATIVE EXPENSES	100.00	INVESTMENT INCOME	
COMMITTEE MEMBERS EXP		MAIN MARKET - OTHER INCOME	
INTEREST PAID TO BANKS		MAIN MARKET - PROPERTY INCOME	
OTHER EXPENSES		SUB MARKET - OTHER INCOME	
SALARY & ALLOWANCE TO STAFF	10,000.00	SUB MARKET - PROPERTY INCOME	
Nett Profit	32,30,400.00		
Total	32,40,500.00	Total	32,40,500.00

Tally MAIN --> Gateway of Tally --> Profit & Loss A/c
 (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:33:50

BALANCE SHEET IN TALLY :-

PATH- Gateway of Tally → Display → Balance Sheet

Liabilities		Assets	
APMC as at 28-Apr-2013		APMC as at 28-Apr-2013	
Capital Account	6,32,280.00	Fixed Assets	
FUNDS	6,32,280.00	BUILDING	
Loans (Liability)		DEAD STOCK	
Current Liabilities	1,810.25	MAIN & SUB MARKET LAND & LAND DEVELOPMENT.	
Provisions		Investments	
DEPOSITS RECEIVED :		Current Assets	38,64,490.25
OTHER LIABILITY :		Closing Stock	
SUPERVISION FEES PAYABLE	1,810.25	Loans & Advances (Asset)	
Profit & Loss A/c	32,30,400.00	Cash-in-hand	9,06,110.00
Opening Balance		Bank Accounts	29,58,380.25
Current Period	32,30,400.00		
Total	38,64,490.25	Total	38,64,490.25

Tally MAIN --> Gateway of Tally --> Balance Sheet
 (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:34:56



SHORTCUT KEYS IN TALLY :-

<i>Windows</i>	<i>Functionality</i>	<i>Availability</i>
F1	To select a company To select Accounts Button and inventory Buttons	At all masters menu screen At the Accounting / Inventory vouchers creation and alteration screen
F2	To change the menu period	To change the menu period
F3	To select the company	To change the menu period
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL + F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen

F10	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY
ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.

ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + E	To export the report in ASCII, SDF, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.