



PIITR®  
7268941266

# Tally Erp9.0 Gst. Future Technology

# 2024

Presented By  
PIITR®



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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.

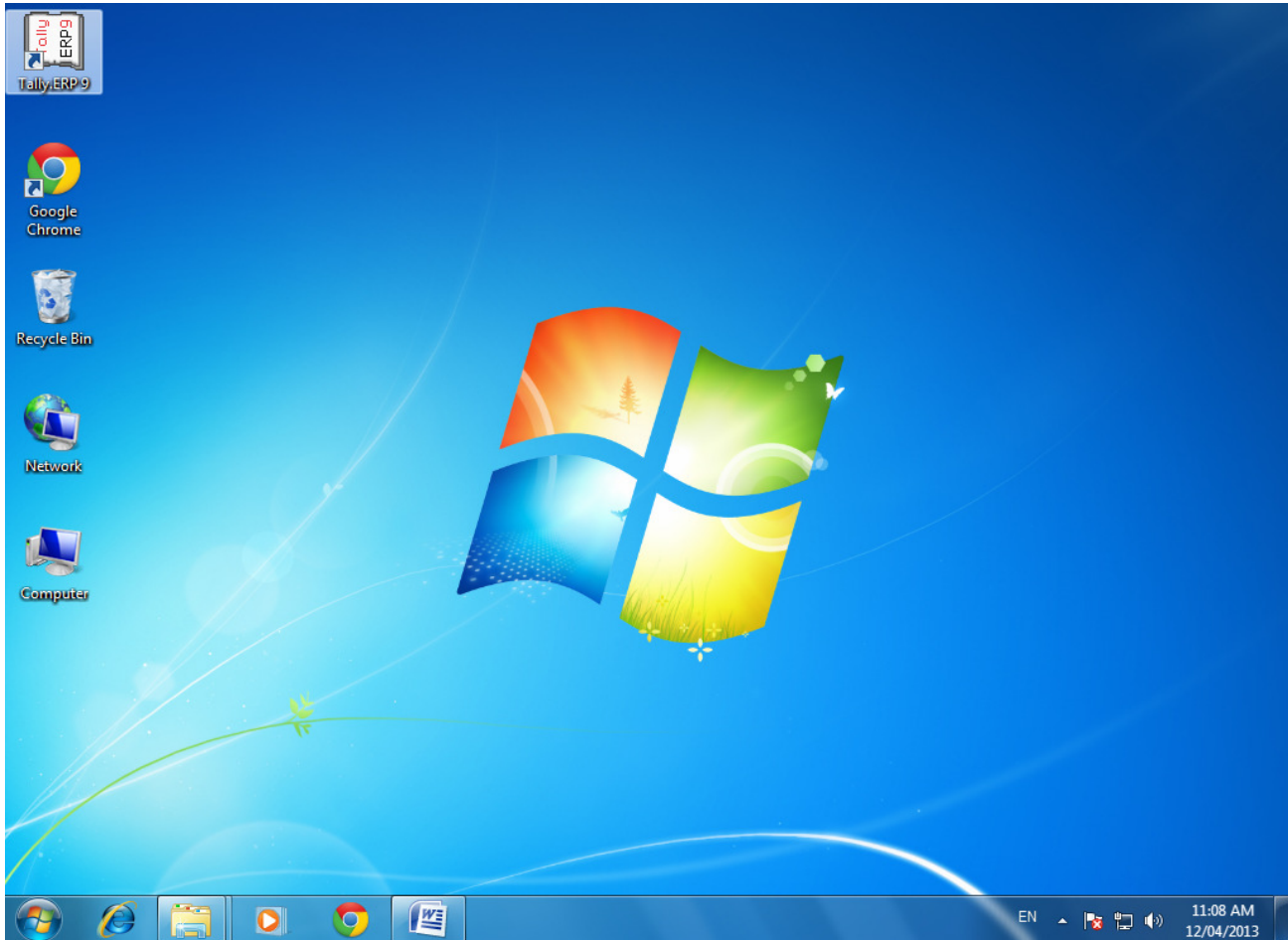
### ***C) Nominal Accounts :-***

- 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

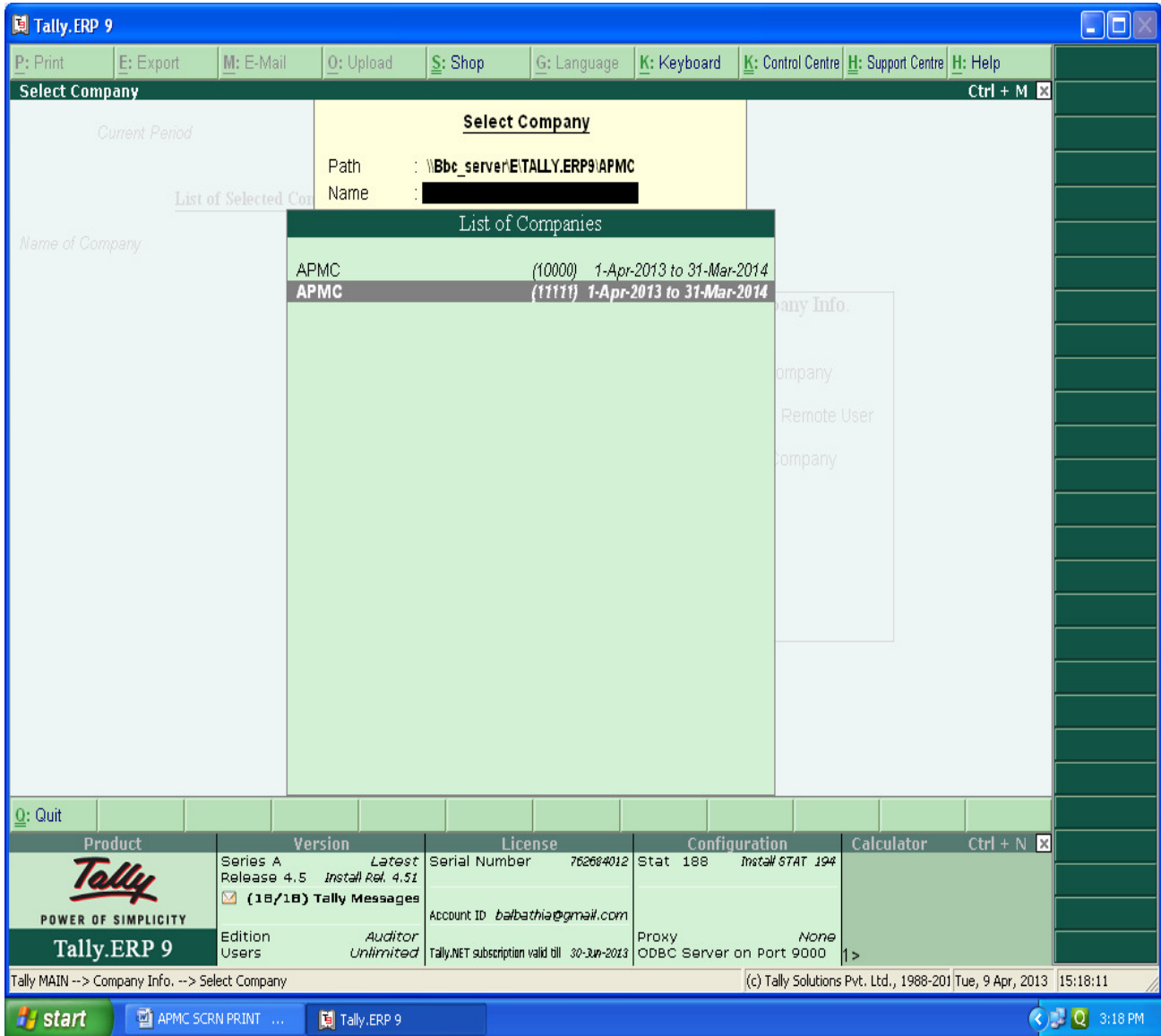
The screenshot shows the Tally.ERP 9 software interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below the menu bar is the 'Gateway of Tally' section, which includes fields for 'Current Period' and 'Current Date'. A 'List of Selected Companies' table is present, with columns for 'Name of Company' and 'Date of Last Entry'. A 'Company Info.' dialog box is open, displaying the following options: 'Select Company', 'Login as Remote User', 'Create Company', 'Backup', 'Restore', and 'Quit'. The bottom status bar shows 'Tally MAIN --> Company Info.' and '(c) Tally Solutions Pvt. Ltd., 1988-201 | Tue, 9 Apr, 2013 | 15:16:39'. The Windows taskbar at the bottom shows the start button, 'APMC SCRIN PRINT ...', 'Tally.ERP 9', and the system clock '3:16 PM'.

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





## CHOOSE COMPANY :-



**Select Company**

Path : \\Bbc\_server\E\TALLY.ERP9\APMC  
 Name : [REDACTED]

List of Companies		
APMC	(10000)	1-Apr-2013 to 31-Mar-2014
<b>APMC</b>	<b>(1111)</b>	<b>1-Apr-2013 to 31-Mar-2014</b>

Product: Tally.ERP 9  
 Version: Series A, Release 4.5, Latest Install Rel. 4.51  
 License: Serial Number 762684012, Account ID balbathia@gmail.com  
 Configuration: Stat 188, Install STAT 194, Proxy None, ODBC Server on Port 9000

Tally MAIN -> Company Info. -> Select Company (c) Tally Solutions Pvt. Ltd., 1988-201 Tue, 9 Apr, 2013 15:18:11

**Choose the Relevant company from the list and press enter.**



# GATEWAY OF TALLY :-



**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

**Gateway of Tally** Ctrl + M

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	Version	License	Configuration	Calculator
<p>POWER OF SIMPLICITY</p> <p><b>Tally.ERP 9</b></p>	Series A <i>Latest</i> Release 4.5 <i>Install Rel. 4.51</i>	Serial Number 762684012	Stat 188 <i>Install STAT 194</i>	<p>Ctrl + N</p>
	<p>(18/18) Tally Messages</p> <p>Edition Auditor Users Unlimited</p>	Account ID balbathia@gmail.com	Proxy None ODBC Server on Port 9000	

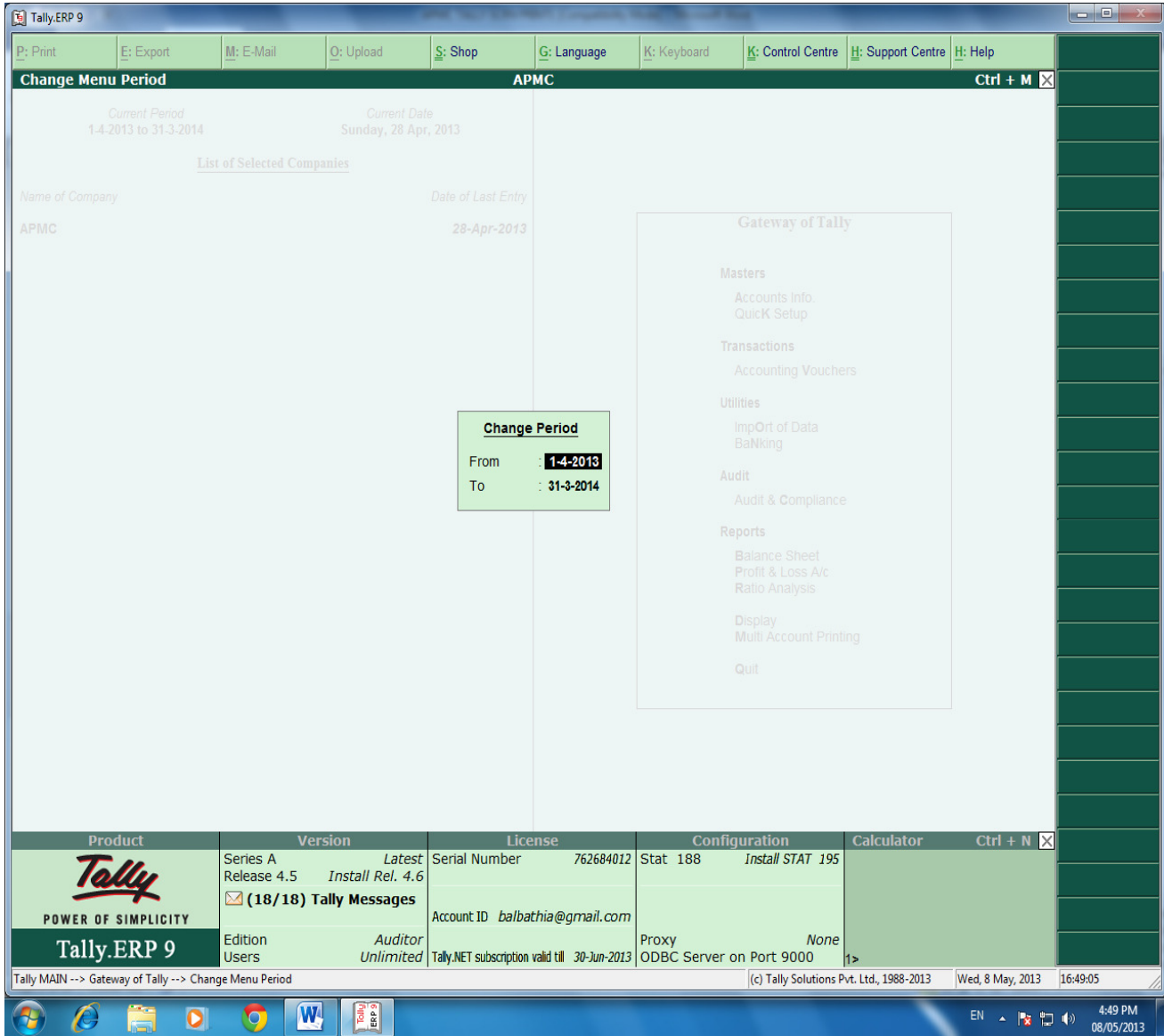
Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2013 Tue, 9 Apr, 2013 15:21:36

Windows Taskbar: start | APMC SCRIN PRINT ... | Tally.ERP 9 | 3:21 PM

**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 :-



**Change Period**

From : **1-4-2013**

To : **31-3-2014**

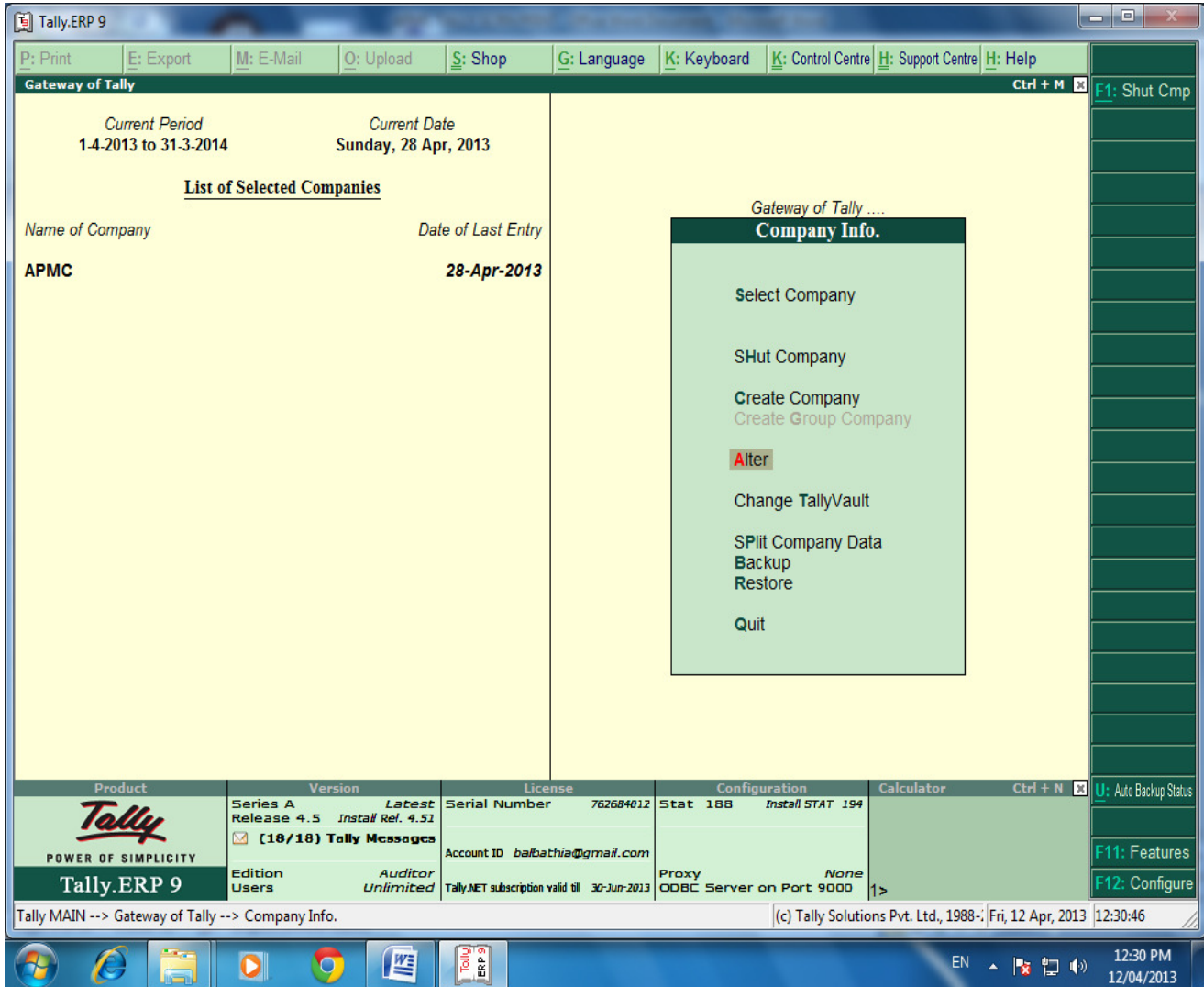
**Gateway of Tally**

- 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

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



## ALTER COMPANY/ CREATE NEW 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 the 'Gateway of Tally' screen. 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' table shows one company: APMC, with a date of last entry of 28-Apr-2013. A 'Company Info.' menu is open, listing options: Select Company, SHut Company, Create Company, Create Group Company, **Alter** (highlighted in red), Change TallyVault, SPlit Company Data, Backup, Restore, and Quit. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Company Info.' and '(c) Tally Solutions Pvt. Ltd., 1988 - Fri, 12 Apr, 2013 12:30:46'. The Windows taskbar at the bottom shows the time as 12:30 PM on 12/04/2013.

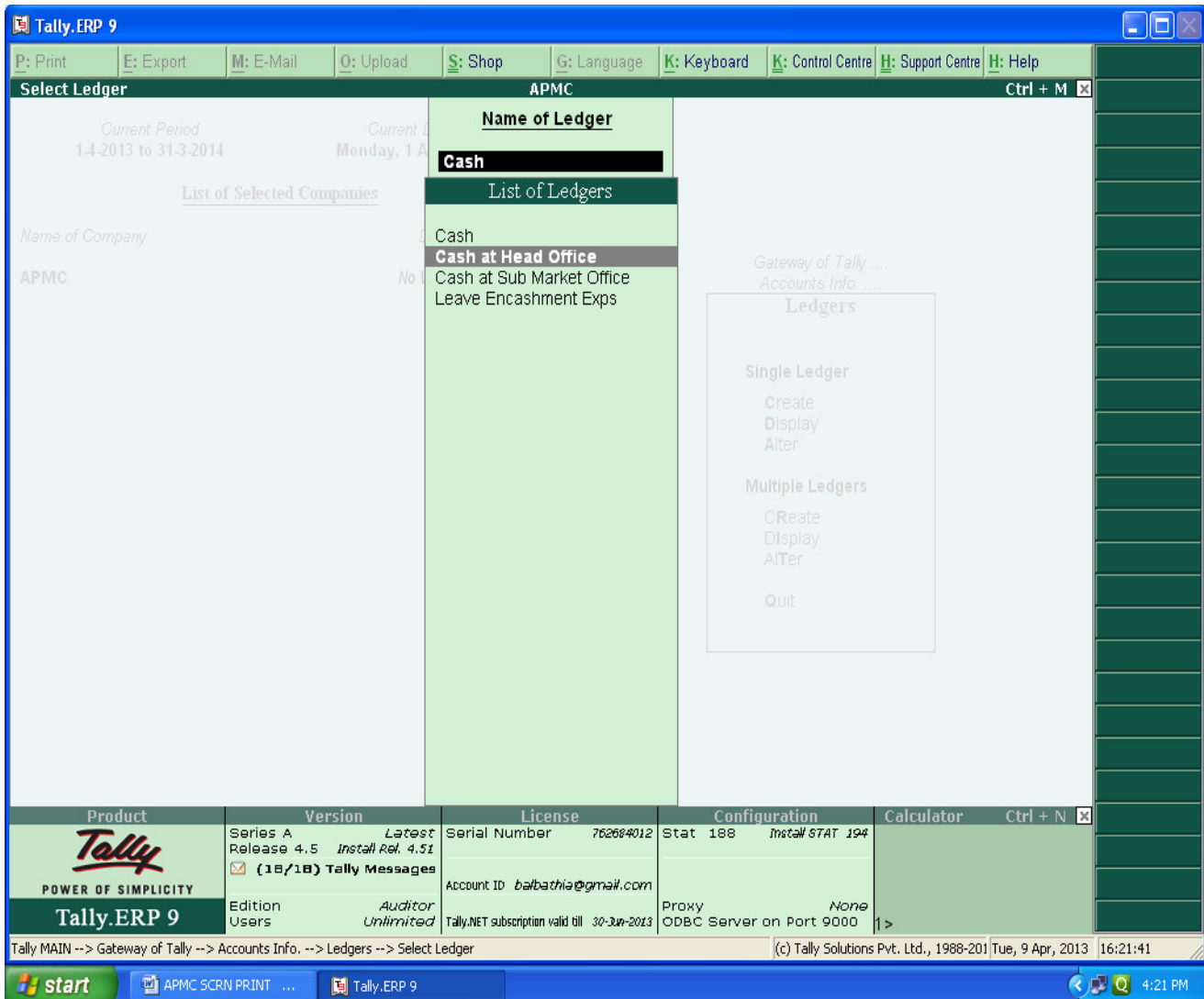
**After pressing “Alt-F3”, the company info screen is displayed, in which options for Altering company master data, backup etc are seen (**Alter**).**



## RECORDING OF OPENING BALANCES :-

**PATH : At Gateway of Tally**

**Accounts Info → Ledger → Alter → Cash in Hand.**



**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

Select Ledger **APMC** Ctrl + M

Current Period: 1-4-2013 to 31-3-2014  
 Current Date: Monday, 1 Apr 2013

Name of Ledger: **Cash**

List of Selected Companies: APMC

List of Ledgers:

- Cash
- Cash at Head Office**
- Cash at Sub Market Office
- Leave Encashment Exps

Gateway of Tally ...  
 Accounts Info ...  
 Ledgers

Single Ledger

- Create
- Display
- Alter

Multiple Ledgers

- CReate
- DiSplay
- AlTER

Quit

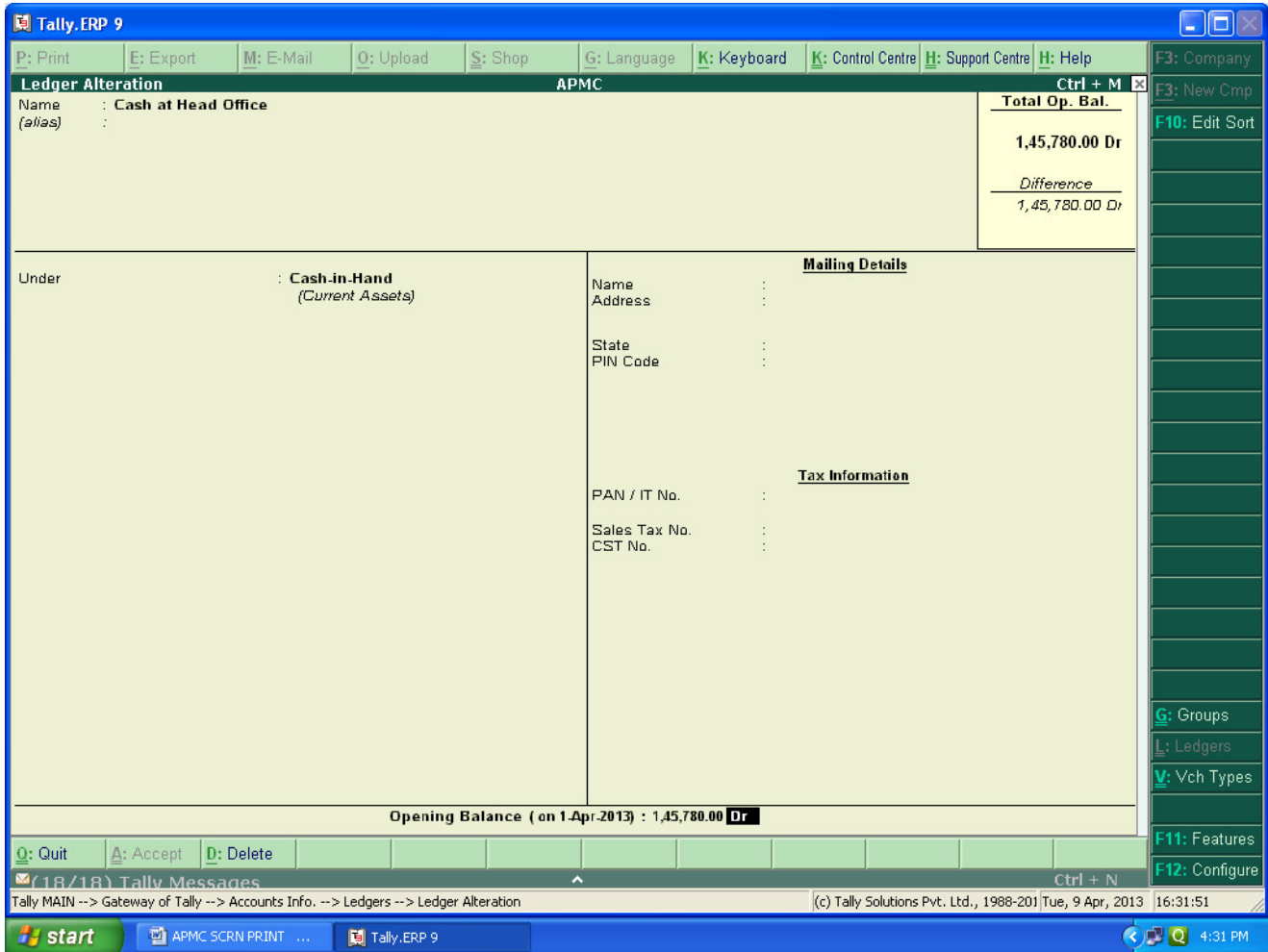
Product: Tally.ERP 9  
 Version: Series A Release 4.5 Latest Install Rel. 4.52  
 License: Serial Number 762684012  
 Configuration: Stat 188 Install STAT 194  
 Calculator: Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Select Ledger (c) Tally Solutions Pvt. Ltd., 1988-2013 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 ledger name is 'Cash at Head Office' with an alias. The 'Total Op. Bal.' is 1,45,780.00 Dr, and the 'Difference' is also 1,45,780.00 Dr. The 'Under' field is 'Cash-in-Hand (Current Assets)'. The 'Mailing Details' and 'Tax Information' sections are empty. The opening balance as on 1-Apr-2013 is 1,45,780.00 Dr.

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

**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

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

Select Ledger APMC Ctrl + M

Current Period: 1-4-2013 to 31-3-2014 | Current Date: Monday, 1 Apr

**Name of Ledger**

Dc.

List of Selected Companies

Name of Company: APMC

**List of Ledgers**

**DCC Bank**

DCC BANK SHARE.  
Interest to Banks - D.C.C.

Gateway of Tally ...  
Accounts Info ...

**Ledgers**

Single Ledger

- Create
- Display
- Alter

Multiple Ledgers

- CReate
- DiSplay
- AlTeR

Quit

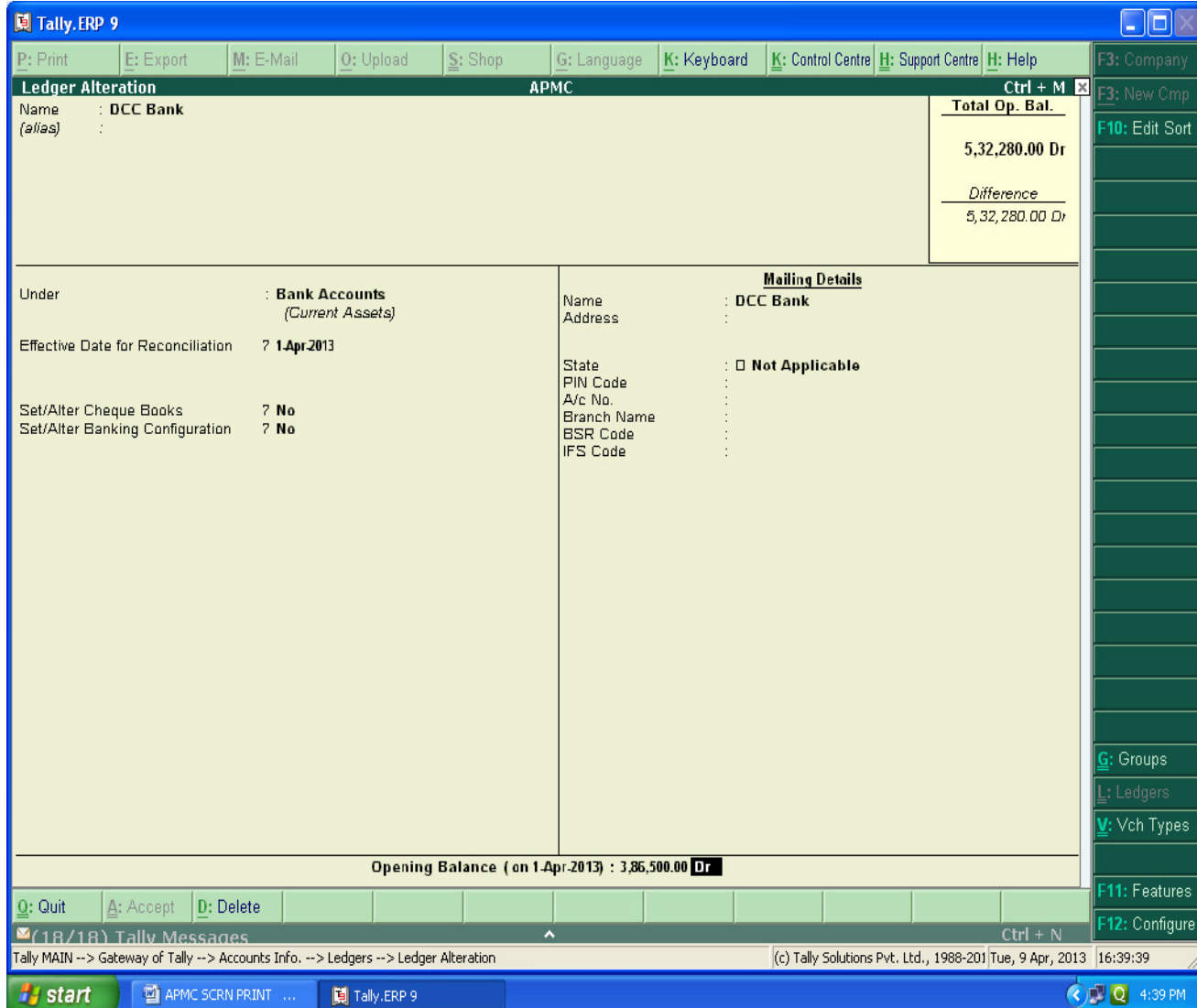
Product	Version	License	Configuration	Calculator
<b>Tally</b> POWER OF SIMPLICITY <b>Tally.ERP 9</b>	Series A Release 4.5 Latest Install Rel. 4.51 ✉ (1B/1B) Tally Messages	Serial Number 762684012 Account ID balbathia@gmail.com Edition Users Auditor Unlimited Tally.NET subscription valid till 30-Jun-2013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

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Select Ledger (c) Tally Solutions Pvt. Ltd., 1988-201 Tue, 9 Apr, 2013 16:38:00

start | APMC SCR.N PRINT ... | Tally.ERP 9 | 4:38 PM



## ENTERING THE OPENING BALANCE AMOUNT :-



The screenshot shows the 'Ledger Alteration' window in Tally.ERP 9 for the company 'APMC'. The ledger name is 'DCC Bank'. The window is divided into several sections:

- Summary:** Shows 'Total Op. Bal.' as 5,32,280.00 Dr and 'Difference' as 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: (blank), State: Not Applicable, PIN Code, A/c No., Branch Name, BSR Code, and IFS Code are all blank.
- Opening Balance:** (on 1-Apr-2013) : 3,86,500.00 Dr.

The bottom of the window shows the Windows taskbar with the start button, taskbar icons for 'APMC SCR.N PRINT' and 'Tally.ERP 9', and the system tray showing the time as 4:39 PM on 9 Apr, 2013.

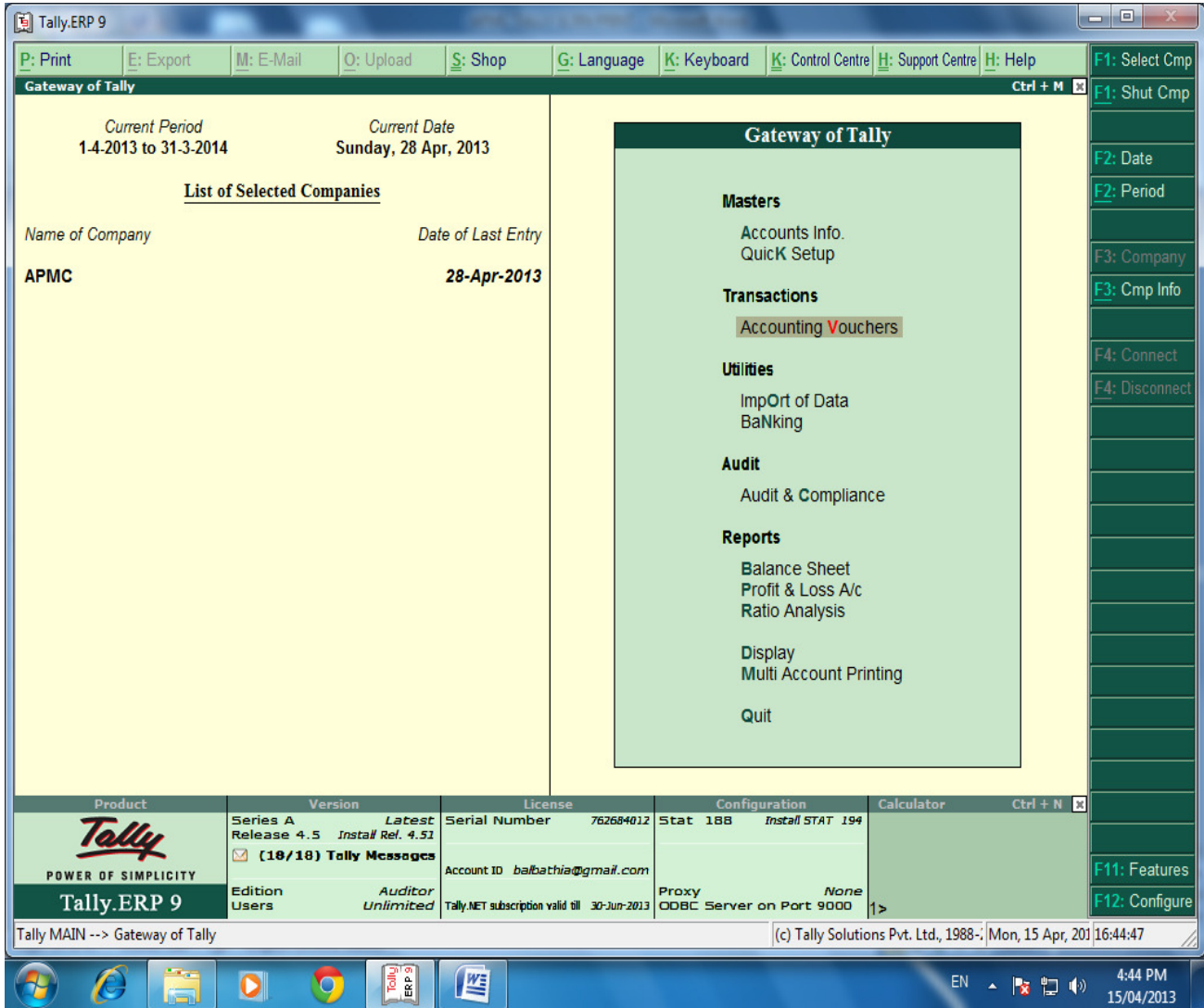
**The Closing balance as on 31.03.2013 as per audited statement of accounts can be recorded as opening balance as on 01.04.2013.**





# FOR MAKING ACCOUNTING ENTRIES :-

## Select Accounting Vouchers



The screenshot 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 the 'Gateway of Tally' window. The main area is divided into two panes. The left pane shows the 'List of Selected Companies' with one entry: APMC, with a current period of 1-4-2013 to 31-3-2014 and a current date of Sunday, 28 Apr, 2013. The right pane shows the 'Gateway of Tally' 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 keys: 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, Account ID balbathia@gmail.com, Tally.NET subscription valid till 30-Jun-2013), configuration (Stat 188, Install STAT 194, Proxy None, ODBC Server on Port 9000), 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 bottom shows the Start button, several application icons, and the system tray with the date and time (4:44 PM, 15/04/2013).



**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.**



**Accounting Voucher Alteration (Secondary) APMC**

**Receipt** No. 2

1-Apr-2013  
Monday

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

Narration:  
Recd from ABC TRaders

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.**



# SUB MARKET FEES RECEIPT.



The screenshot displays the Tally ERP 9 Accounting Voucher Alteration window. The voucher type is 'Receipt' (No. 12) dated '28-Apr-2013' (Sunday). The voucher is for 'APMC'. The entry details are as follows:

Particulars	Debit	Credit
Cr Market Fee - Banana - Sub Mkt Cur Bal: 10,000.00 Cr		10,000.00
Cr Supervision Fee - Sub Market Cur Bal: 705.25 Cr		100.00
Dr DCC Bank Cur Bal: 29,58,380.25 Dr	10,100.00	
Market Fee - Banana - Sub Mkt Inst. No. : 78945 Bank Date :	Cheque/DD Inst. Date : 28-Apr-2013 Bank Name : HDFC Bank Branch : Pune Satara Road, Pune	
Narration: Recd from XYZ Traders		
	10,100.00	10,100.00

The window also shows a 'Tally Messages' bar at the bottom with '(18/18)' messages. The system tray at the bottom indicates the date and time as 'Wed, 8 May, 2013 17:21:15'.

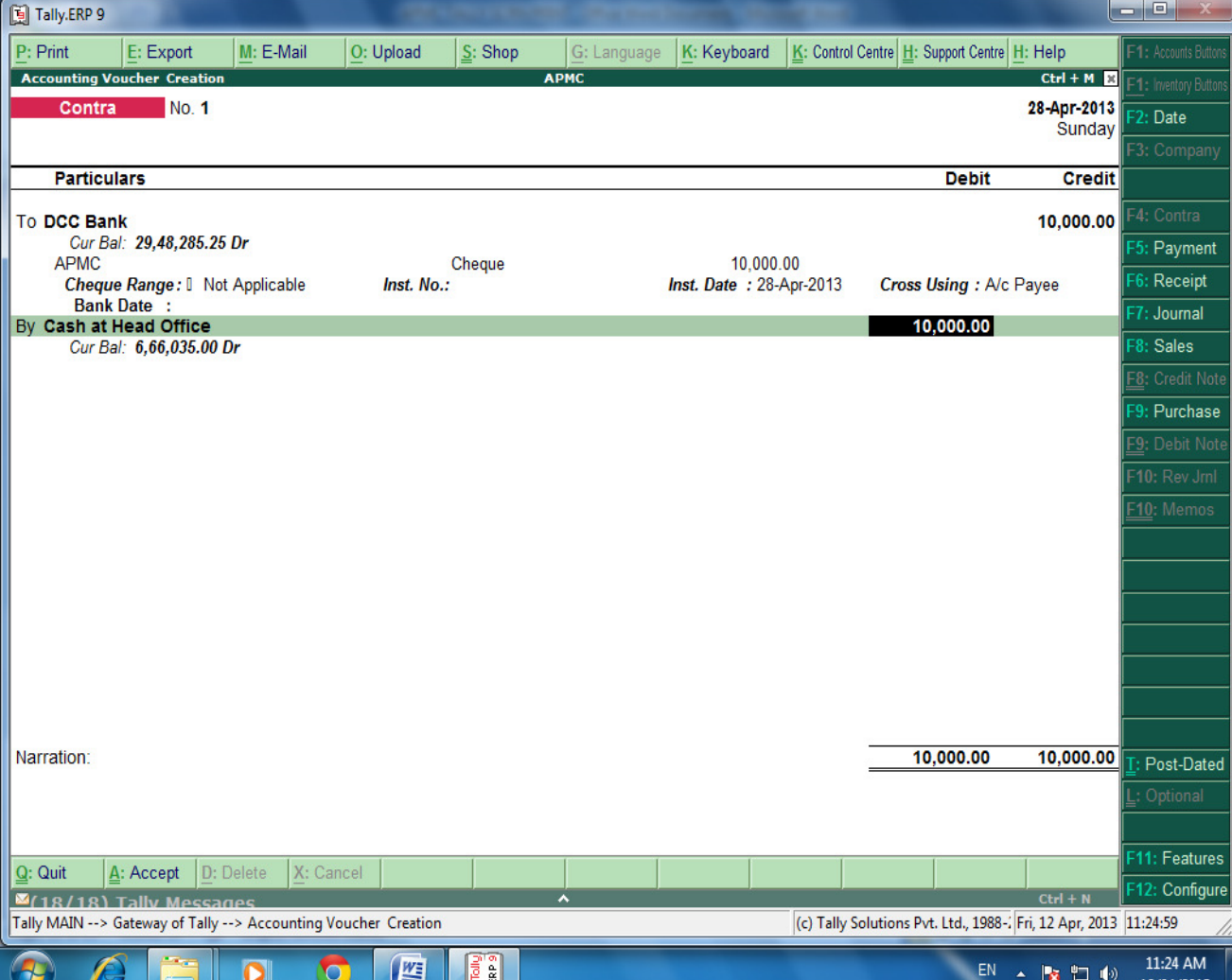
**In the above entry , please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.**



## 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.:	10,000.00	10,000.00
By Cash at Head Office Cur Bal: 6,66,035.00 Dr		10,000.00
	10,000.00	10,000.00

The 'Cross Using' field is set to 'A/c Payee'. The window 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 lists function keys (F1-F12) for various accounting actions. The taskbar at the bottom shows the Windows Start button, several application icons, and the system clock indicating 11:24 AM on 12/04/2013.



# Contra entry :

## Amounts Deposit into the Bank.

Tally.ERP 9
Ctrl + M

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

Contra No. 2

28-Apr-2013  
 Sunday

Particulars	Debit	Credit
To Cash at Head Office <i>Cur Bal: 6,56,035.00 Dr</i>		10,000.00
By DCC Bank <i>Cur Bal: 29,58,285.25 Dr</i>	10,000.00	
Cash	10,000.00	
Inst. No.:	Inst. Date : 28-Apr-2013	Bank Name:
	Branch:	
		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- Fri, 12 Apr, 2013 11:27:05



# SELECT F5 KEY FOR PAYMENT ENTRY : -

## Payment Entry :



**Tally.ERP 9** Accounting Voucher Creation **APMC** **Ctrl + M**

**Payment** No. 1 **28-Apr-2013**  
Sunday

Particulars	Debit	Credit
By <b>Bank Charges</b> <i>Cur Bal: 100.00 Dr</i>	100.00	
To <b>DCC Bank</b> <i>Cur Bal: 29,58,185.25 Dr</i>		100.00
Bank Charges	Cheque 100.00	
<i>Cheque Range: [ ] Not Applicable</i>	<i>Inst. No.:</i>	<i>Inst. Date : 28-Apr-2013</i>
<i>Bank Date :</i>		<i>Cross Using : A/c Payee</i>
	<b>100.00</b>	<b>100.00</b>

Narration:

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

(18/18) Tally Messages

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-; Mon, 15 Apr, 201 17:38:31

EN 5:38 PM 15/04/2013



# 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: 0 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: EN 5:40 PM 15/04/2013





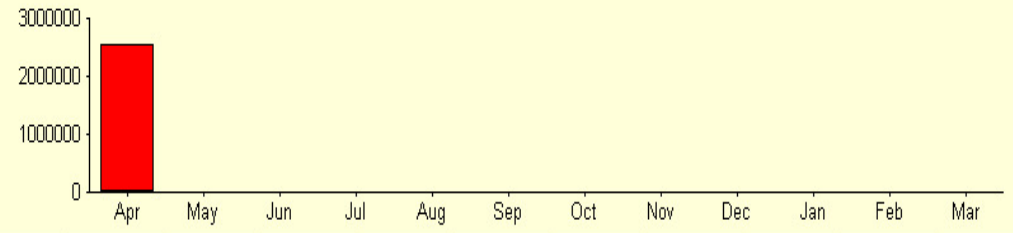
# BANKS MONTHLY EXTRACT :-

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			
<b>Grand Total</b>	<b>25,91,980.25</b>	<b>20,100.00</b>	<b>29,58,380.25 Dr</b>



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 :-

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 Vouchers APMC Ctrl + M

Ledger: DCC Bank 1-Apr-2013 to 30-Apr-2013

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	

Q: Quit Enter: Alter D: Delete X: Cancel Z: Duplicate A: Add Vch I: Insert Vch R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select All

(18/18) Tally Messages Ctrl + N

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 11:58:44

start Tally.ERP 9 APMC TALLY SCRIN P... 11:58 AM

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



## PREPARING BANK RECONCILIATION STATEMENTS :-



The screenshot shows the Tally.ERP 9 interface for Bank Reconciliation. The window title is 'Tally.ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The main window displays 'Bank Reconciliation' for 'APMC' with the period '1-Apr-2013 to 30-Apr-2013'. The ledger is 'DCC Bank'. The table below shows the reconciliation details.

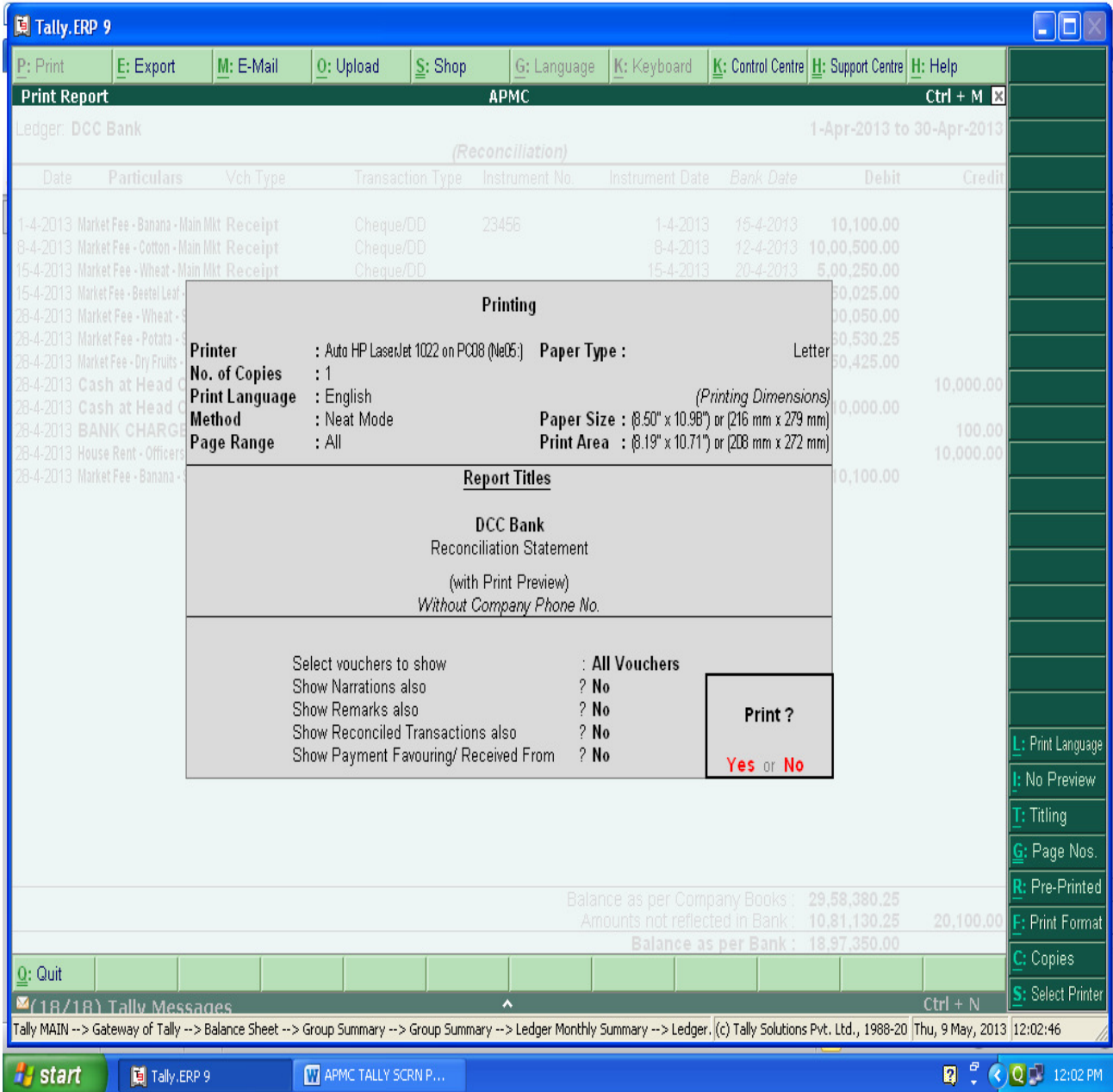
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	
1-4-2013	Market Fee - Banana - Main Mkt Receipt		Cheque/DD	23456	1-4-2013	15-4-2013	10,100.00		
8-4-2013	Market Fee - Cotton - Main Mkt Receipt		Cheque/DD		8-4-2013	12-4-2013	10,00,500.00		
15-4-2013	Market 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
							<b>Balance as per Bank :</b>	<b>18,97,350.00</b>	

At the bottom of the window, there are buttons for 'Q: Quit', 'D: Delete Unlinked', 'D: Delete All Unlinked', 'Enter: Alter', and 'Enter: Display'. The status bar shows '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 :-



**Printing**

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)

**Report Titles**

DCC Bank  
 Reconciliation Statement  
 (with Print Preview)  
 Without Company Phone No.

Select vouchers to show : All Vouchers  
 Show Narrations also ? No  
 Show Remarks also ? No  
 Show Reconciled Transactions also ? No  
 Show Payment Favours/ Received From ? No

**Print ?**  
 Yes or No

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

**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 RECONCILIATION STATEMENTS :-

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

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

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
<b>Balance as per Bank :</b>							<b>19,47,375.00</b>	

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

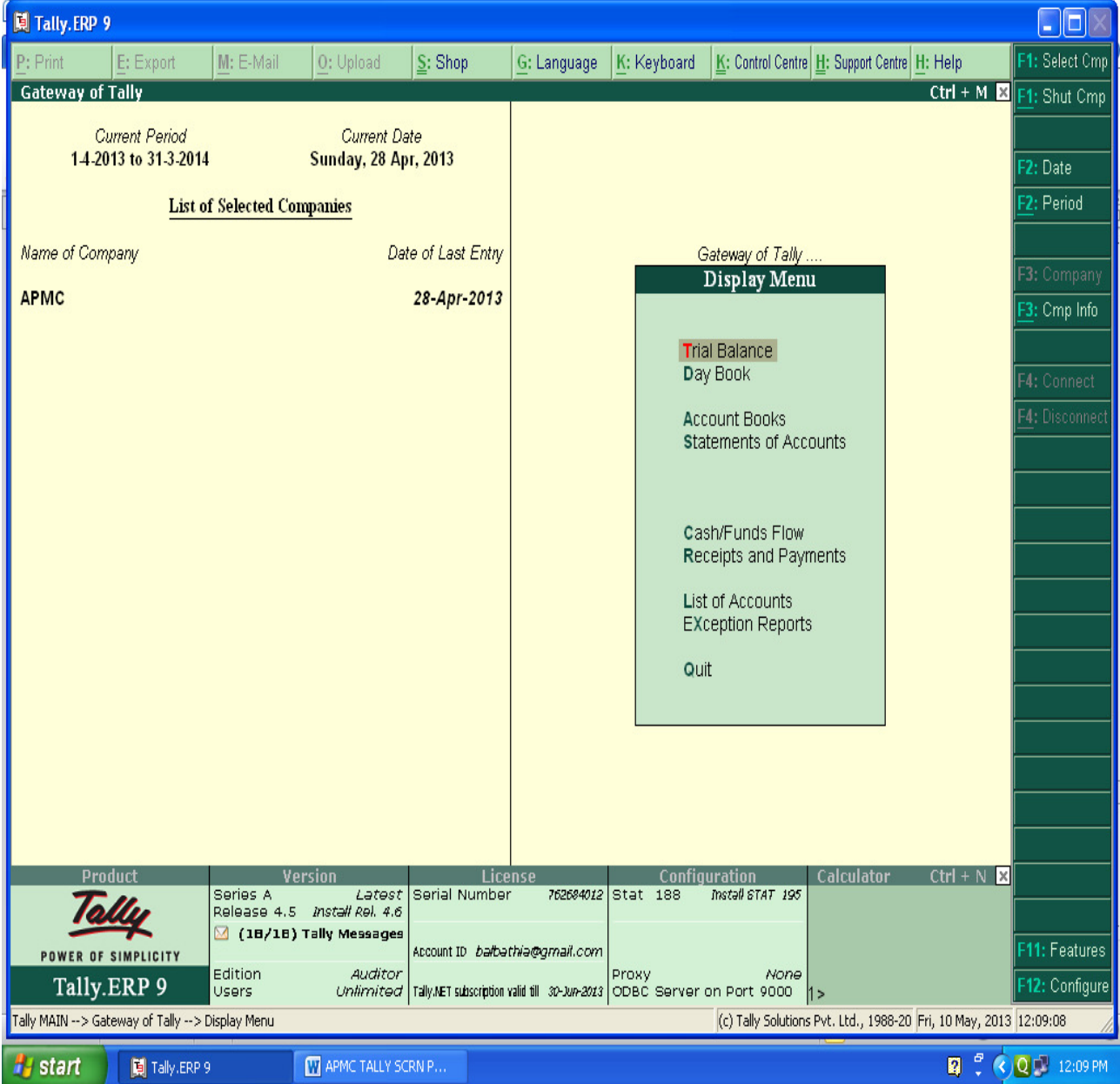
start Tally.ERP 9 APMC TALLY SCR N P... 12:14 PM

**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. The main window is titled "Gateway of Tally" and displays the current period as "14-2013 to 31-3-2014" and the current date as "Sunday, 28 Apr, 2013". A list of selected companies is shown, with "APMC" selected and its date of last entry as "28-Apr-2013". A "Display Menu" is open, listing various options including "Trial Balance", "Day Book", "Account Books", "Statements of Accounts", "Cash/Funds Flow", "Receipts and Payments", "List of Accounts", "EXception Reports", and "Quit". The "Trial Balance" option is highlighted. The bottom status bar shows "Tally MAIN --> Gateway of Tally --> Display Menu" and the copyright information "(c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:09:08".

Product	Version	License	Configuration	Calculator
<b>Tally</b> POWER OF SIMPLICITY Tally.ERP 9	Series A Latest Release 4.5 install Rel. 4.6 ✓ (18/18) Tally Messages	Serial Number 762584012 Account ID babathia@gmail.com Tally.NET subscription valid till 30-Jun-2013	Stat 188 Install STAT 195 Proxy None ODBC Server on Port 9000	Ctrl + N



## 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	
<b>Grand Total</b>	<b>38,74,590.25</b>	<b>38,74,590.25</b>

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

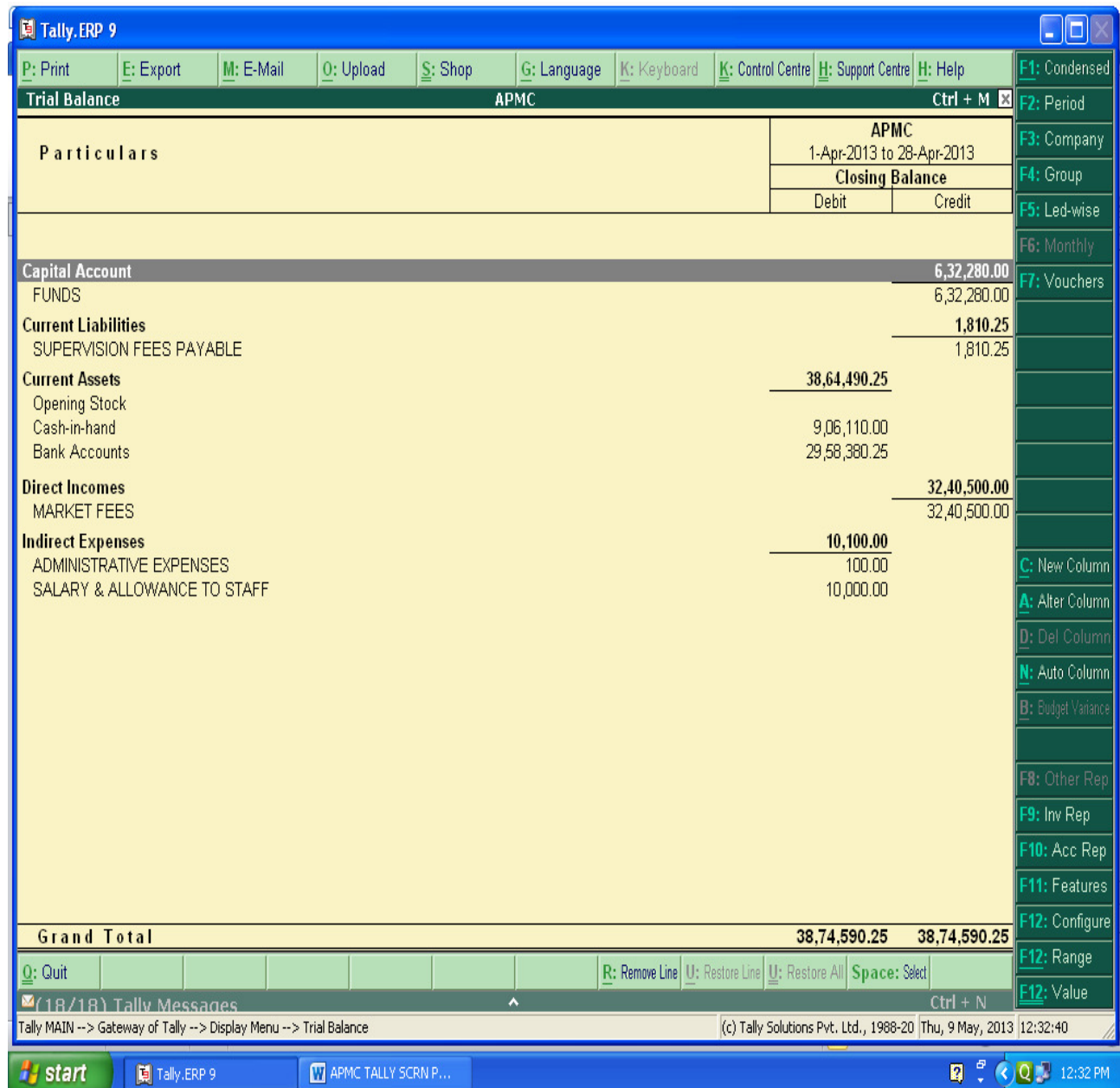
(18/18) Tally Messages Ctrl + N

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 :-**



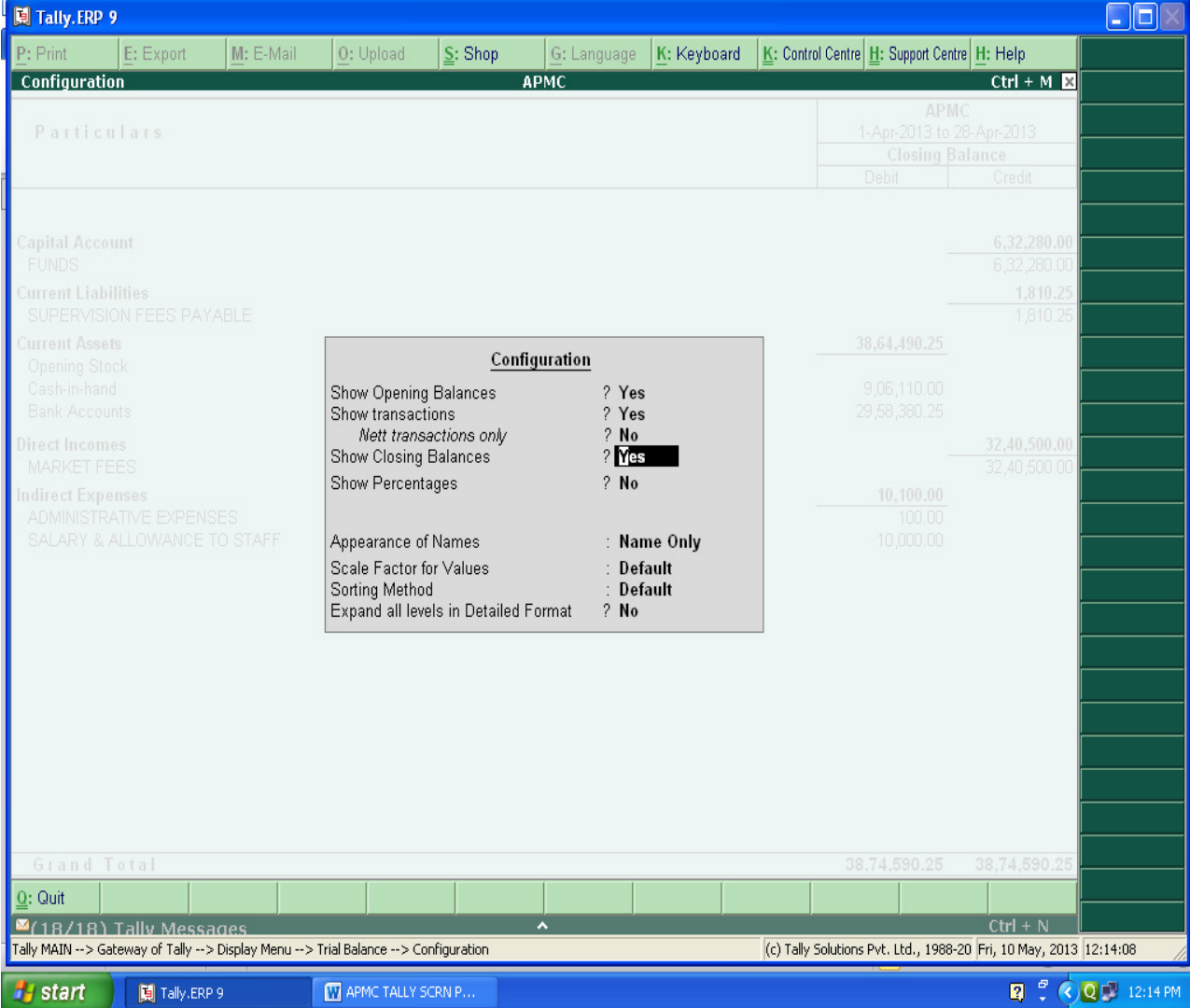
Trial Balance		APMC		Ctrl + M	
Particulars	APMC		1-Apr-2013 to 28-Apr-2013		Closing Balance
	Debit	Credit	Debit	Credit	
<b>Capital Account</b>				<b>6,32,280.00</b>	
FUNDS				6,32,280.00	
<b>Current Liabilities</b>				<b>1,810.25</b>	
SUPERVISION FEES PAYABLE				1,810.25	
<b>Current Assets</b>		<b>38,64,490.25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

(18/18) Tally Messages  
 Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance  
 (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:32:40





**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 screen, allowing users to select options for displaying opening balances and transactions.

APMC		1-Apr-2013 to 29-Apr-2013	
Closing Balance		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	
<b>Grand Total</b>		<b>38,74,590.25</b>	<b>38,74,590.25</b>

Configuration	
Show Opening Balances	? Yes
Show transactions	? Yes
<i>Nett transactions only</i>	? No
Show Closing Balances	? <b>Yes</b>
Show Percentages	? No
Appearance of Names	: Name Only
Scale Factor for Values	: Default
Sorting Method	: Default
Expand all levels in Detailed Format	? No

Navigation: Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance --> Configuration

Footer: (c) Tally Solutions Pvt. Ltd., 1988-20 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

Trial Balance APMC Ctrl + M

Particulars	APMC 1-Apr-2013 to 28-Apr-2013			Closing Balance
	Opening Balance	Transactions		
		Debit	Credit	
<b>Capital Account</b>	<b>6,32,280.00 Cr</b>			<b>6,32,280.00 Cr</b>
FUNDS	6,32,280.00 Cr			6,32,280.00 Cr
<b>Current Liabilities</b>			<b>1,810.25</b>	<b>1,810.25 Cr</b>
SUPERVISION FEES PAYABLE			1,810.25	1,810.25 Cr
<b>Current Assets</b>	<b>6,32,280.00 Dr</b>	<b>32,62,310.25</b>	<b>30,100.00</b>	<b>38,64,490.25 Dr</b>
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
<b>Direct Incomes</b>			<b>32,40,500.00</b>	<b>32,40,500.00 Cr</b>
MARKET FEES			32,40,500.00	32,40,500.00 Cr
<b>Indirect Expenses</b>		<b>10,100.00</b>		<b>10,100.00 Dr</b>
ADMINISTRATIVE EXPENSES		100.00		100.00 Dr
SALARY & ALLOWANCE TO STAFF		10,000.00		10,000.00 Dr
<b>Grand Total</b>		<b>32,72,410.25</b>	<b>32,72,410.25</b>	

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

(18/18) Tally Messages

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 SCR... 12:15 PM



## PROFIT & LOSS A/C IN TALLY :-

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

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

Profit & Loss A/c APMC Ctrl + M

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

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

(18/18) Tally Messages Ctrl + N

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**

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

Balance Sheet APMC Ctrl + M

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

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

(18/18) Tally Messages

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

start Tally.ERP 9 APMC TALLY SCR N P... 12:34 PM



## 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.