

TALLY WHATSAPP EDUCATION

1.	<p>*Tally Edu.-1*</p> <p style="text-align: center;"><u>*Creation of Company and Statutory setting of GST (Tally 101)*</u></p> <ul style="list-style-type: none">• Gateway of tally(GOT)• Alt+F3• Create Company• Fill the required particulars• If no company is available just press 'C' to Create Company <p style="text-align: center;">*Statutory setting of GST (Tally 101 A)*</p> <ul style="list-style-type: none">• Gateway of tally (GOT)• Press 'F11' (Features)• Press 'S' (Statutory & Taxation)• Enable GST-yes• Set/Alter GST Details-yes• Enter GST Number and set other particulars <p style="text-align: center;">http://svnecschoools.com/tallynotes/tallyhtml/Tally.101-Creation%20of%20Company.html</p>
2	<p>*Tally Edu.-2*</p> <p style="text-align: center;"><u>*Creation of Ledger Account -Tally 102*</u></p> <ul style="list-style-type: none">• Gateway of tally (GOT)• Press 'A' for Accounts Information• Press 'L' for Ledger• Press 'C' for Create• (In short GOT-ALC) <p style="text-align: center;">http://svnecschoools.com/tallynotes/tallyhtml/Tally.102-</p>

	<p>Ledger%20Account%20Creation.html</p>
3	<p>*Tally Edu.-3*</p> <p><u>*Creation of Unit of Measure-Tally-103*</u> <u>*(e.g. pcs, kgs, Itrs etc.)*</u></p> <ul style="list-style-type: none"> • Gateway of tally (GOT) • Press 'I' for Inventory Info. • Press 'U' for Unit of Measure • Press 'C' for Create(In short GOT-IUC) • Fill the particulars • Symbol as 'Pc' • Formal Name as –Piece • Number of Decimal Places as required <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.103-Unit%20of%20Measure%20Creation.html</p>
4	<p>*Tally Edu.-4*</p> <p><u>*Stock Item Creation-Tally 104*</u></p> <ul style="list-style-type: none"> • Gateway of tally (GOT) • Press 'I' for Inventory Info. • Press 'I' for Stock Item • Press 'C' for Create • (In short GOT-IIC) <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.104-Stock%20Item%20Creation.html</p>
5.	<p>*Tally Edu.-5*</p>

Creation of Accounting Voucher- Tally 105

- Gateway of tally (GOT)
- Firstly Press 'V' for Accounting Voucher
- Different Vouchers Short keys are available at right side as given below
- Press 'F4' for Contra Voucher Entry
- Press 'F5' for Payment Voucher Entry
- Press 'F6' for Receipt Voucher Entry
- Press 'F7' for Journal Voucher Entry
- Press 'F8' for Sale Bill Preparation
- Press 'Ctrl+F8' for Credit Note Entry
- Press 'F9' for Purchase Bill Entry
- Press 'Ctrl+F9' for Debit Note Entry
- (All Such short keys are available at GOT right side no need to learn only for reference)

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.105-Voucher%20Creation.html>

6. *Tally Edu.-6*

Contra Voucher Creation-Tally 106

The said voucher is used for Cash Deposit or Cash Withdrawal or Inter Bank Transfer (Business Houses banked with more than one bank)

(A) -For Cash Deposit

- Gateway of tally (GOT)
- Firstly Press 'V' for Accounting Voucher
- Press 'F4' for Contra Voucher Entry
- Account: Name of the Bank
- Particulars: Cash

(B)-For Cash Withdrawal

- Gateway of tally (GOT)

- **Firstly Press 'V' for Accounting Voucher**
- **Press 'F4' for Contra Voucher Entry**
- **Account: Cash**
- **Particulars: Name of the Bank**

*** (C) - Inter Bank Transfer ***

- **Gateway of tally (GOT)**
- **Firstly Press 'V' for Accounting Voucher**
- **Press 'F4' for Contra Voucher Entry**
- **Account: Receiver Bank Name (Where amount deposited)**
- **Particulars: Payer Bank (from where amount withdrawn)**

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.106-Contra%20Voucher%20Creation.html>

7.

*** Tally Edu.-7 ***

*** Payment Voucher Creation-Tally 107 ***

The said voucher is used for any type of Cash or Bank Payment.

*** (A) - For Cash Payments ***

- **Gateway of tally (GOT)**
- **Firstly Press 'V' for Accounting Voucher**
- **Press 'F5' Payment**
- **Account: Cash**
- **Particulars: Payment Accounting Head**
- **(Like salary, wages, cash expenses and payment to creditors)**

*** (B) - For Bank Payments ***

- **Gateway of tally (GOT)**
- **Firstly Press 'V' for Accounting Voucher**
- **Press 'F5' Payment**
- **Account: Name of the Bank**
- **Particulars: Payment Accounting Head**

(Like salary, wages, expenses and payment to creditors through cheque or Bank Transfer, Bank Charges or

	<p>Bank Interest Paid)</p> <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.107-Payment%20Voucher%20Creation.html</p>
<p>8.</p>	<p>*Tally Edu.-8*</p> <p>*Receipt Voucher Creation- Tally 108*</p> <p>*The said voucher is used for Any type of Cash or Bank Receipt*</p> <p>*(A) -For Cash Receipts*</p> <ul style="list-style-type: none"> • Gateway of tally (GOT) • Firstly Press 'V' for Accounting Voucher • Press 'F6' Receipt • Account: Cash • Particulars: Receipt Accounting Head • (Like capital introduced, cash received from debtors, Misc. Receipts etc) <p>*(B)-For Bank Receipts*</p> <ul style="list-style-type: none"> • Gateway of tally (GOT) • Firstly Press 'V' for Accounting Voucher • Press 'F6' Receipt • Account: Name of the Bank • Particulars: Receipt Accounting Head <p>(Like capital introduced, cheque or bank transfer from debtors, Misc. Receipts through cheque or Bank Transfer, bank interest received)</p> <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.108-Receipt%20Voucher%20Creation.html</p>
<p>9.</p>	<p>*Tally Edu.-9*</p> <p>* Journal Voucher Creation- Tally 109*</p> <p>*The said voucher is used for "Any type of Non-Cash or Non-Bank transaction, Fixed Assets (Non-Gst) purchased through credit, Credit Expenses (Non-gst), Adjustment entries like Rebate & Discount, Depreciation, transfer of one a/c to other, salary wages, other payable expenses, Prepaid Insurance and Expenses Receivable etc.*</p>

- Gateway of tally (GOT)
- Firstly Press 'V' for Accounting Voucher
- Press 'F7' Journal

Fixed Asset Purchase (Credit and Non-GST)

DR: Name of the Asset

CR: Name of the Creditor from where purchased

Expenses (Credit and Non-GST)

DR: Expenses Head

CR: Name of the Creditor from where purchased

Salary & Wages Paid (Credit and Non-GST)

DR: Salary/Wages Paid

CR: Salary & Wages Payable

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.109-Journal%20Voucher%20Creation.html>

10.

Tally Edu.-10

Sale Bill Preparation- Tally 110

The said voucher is used to "To prepare cash or credit sale invoice with in the state and out of state"

Ledger Accounts required for preparing a Sale Invoice:(Follow Tally.102)

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.102-Ledger%20Account%20Creation.html>

- 1 Cash-already available in the tally-under Cash in hand**
- 2a- Party Ledger account (for state sale)-Under Sundry Debtors with state particulars.**
- 2b- Party Ledger account (for Inter-state sale)-Under Sundry Debtors with outside state particulars.**
- 3 Sale Local B2b-Under Sales Account**
- 4 Sale Local B2c-Under Sales Account**
- 5 Sale Interstate B2b-Under Sales Account**

- 6 Sale Interstate B2c-Under Sales Account
- 7 Output CGST A\C-Under Duties & Taxes-Central Tax
- 8 Output SGST A\C-Under Duties & Taxes-State Tax
- 9 Output IGST A\C-Under Duties & Taxes-Integrated Tax
- 10 Round off A\C-Under Indirect Expenses

Unit of measure Creation Follow Tally.103

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.103-Unit%20of%20Measure%20Creation.html>

Stock Item Creation with GST rate-Follow-Tally.104

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.104-Stock%20Item%20Creation.html>

Tally Edu.-10-a

- Gateway of tally (GOT)
- Firstly Press 'V' for Accounting Voucher
- Press 'F8' Sale

A For Cash State Sale

Party Name-Cash

Name of the Item-stock Item Name-write quantity & rate

Add more items if necessary

Press enter twice

Write Output CGST A\C-(Calculate automatically)

Write Output SGST A\C-(Calculate automatically)

Write Round Off-(enter the value nearest to rupee)

B For Credit State Sale

Party Name-Name of the Party

Name of the Item-stock Item Name-write quantity & rate

Add more items if necessary

Press enter twice

**Write Output CGST A\C-(Calculate automatically)
Write Output SGST A\C-(Calculate automatically)
Write Round Off-(enter the value nearest to rupee)**

C For Credit Inter-State Sale

**Party Name-Name of the Party
Name of the Item-stock Item Name-write quantity & rate
Add more items if necessary
Press enter twice**

**Write Output IGST A\C-(Calculate automatically)
Write Round Off-(enter the value nearest to rupee)
(Such transactions shall automatically be possible by using “Sale Voucher type
Creation)**

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.110-Sale%20Invoice%20Creation.html>

11. *Tally Edu.-11*

Purchase Bill Entry-Tally 111

The said voucher is used to “To enter cash or credit Purchase of Goods, GST claimable expenses, Fixed Assets, RCM Entry with in the state and out of state”

Ledger Accounts to enter a Purchase Invoice:-(Follow Tally.102)

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.102-Ledger%20Account%20Creation.html>

- 1 Cash-already available in the tally-under Cash in hand**
- 2a- Party Ledger account (for state Purchase)-Under Sundry creditors with state particulars.**
- 2b- Party Ledger account (for Inter-state Purchase)-Under Sundry Creditors with outside state particulars.**
- 3 Purchase Local B2b-Under Purchase Account**
- 4 Purchase Interstate B2b-Under Sales Account**
- 5 Input CGST A\c-Under Duties & Taxes-Central Tax**

- 8 Input SGST A\c-Under Duties & Taxes-State Tax
- 9 Input IGST A\c-Under Duties & Taxes-Integrated Tax
- 10 Round off A\c-Under Indirect Expenses
- 11 Particular Expenses a\c-under Indirect Expenses
- 12 Asset a\c-under Fixed Assets

Unit of measure Creation Follow Tally.103

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.103-Unit%20of%20Measure%20Creation.html>

Stock Item Creation with GST rate-Follow-Tally.104

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.104-Stock%20Item%20Creation.html>

Tally Edu.-11a

- Gateway of tally (GOT)
- Firstly Press 'V' for Accounting Voucher
- Press 'F9' Purchase

A For Cash State Purchase

Party Name-Cash

Name of the Item-stock Item Name-write quantity & rate

Add more items if necessary

Press enter twice

Write Input CGST A\C-(Calculate automatically)

Write Input SGST A\C-(Calculate automatically)

Write Round Off-(enter the value nearest to rupee)

B For Credit State Purchase

Party Name-Name of the Party

Name of the Item-stock Item Name-write quantity & rate

Add more items if necessary

Press enter twice

	<p>Write Input CGST A\C-(Calculate automatically) Write Input SGST A\C-(Calculate automatically) Write Round Off-(enter the value nearest to rupee)</p> <p><u>*C For Credit Inter-State Purchase*</u></p> <p>Party Name-Name of the Party Name of the Item-stock Item Name-write quantity & rate Add more items if necessary Press enter twice</p> <p>Write Input IGST A\C-(Calculate automatically) Write Round Off-(enter the value nearest to rupee) (Such GST Calculations shall automatically be possible by using Purchase Voucher type Creation)</p> <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.111-Purchase%20Bill%20entry.html</p>
<p>12.</p>	<p>*Tally Edu.-12*</p> <p>*How to check the entries made?- Tally 112*</p> <ul style="list-style-type: none"> • Gateway of tally (GOT) • Press 'D' for Display • Press 'D' for Day Book • (In short GOT-DD) <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.112-How%20to%20See%20all%20the%20Entries.html</p>
<p>13.</p>	<p>*Tally Edu.-13*</p> <p>*How to repeat narration in tally voucher- Tally 113*</p> <ul style="list-style-type: none"> • Gateway of tally (GOT) • Press 'V' for Accounting Vouchers

- **Create a Voucher (Suppose f6 for receipt)**
- **Type a Narration**
- **Now Create Next Receipt Voucher**
- **Press alt+R**
- **The same narration appears**

[http://svnecschools.com/tallynotes/tallyhtml/Tally.113-How%20to%20Repeat%20Narration%20in%20tally%20Vocuher%20-%20Copy%20\(2\).html](http://svnecschools.com/tallynotes/tallyhtml/Tally.113-How%20to%20Repeat%20Narration%20in%20tally%20Vocuher%20-%20Copy%20(2).html)

14. *Tally Edu.-14*

How to copy narration in tally voucher- Tally 114

- **Gateway of tally (GOT)**
- **Press 'V' for Accounting Vouchers**
- **Create a Voucher (Suppose f6 for receipt)**
- **Type a Narration**
- **Now Press Control+alter+C**
- **The narration is copied**
- **To paste the same it at another voucher**
- **Press Control+alter+V**

<http://svnecschools.com/tallynotes/tallyhtml/Tally.114-How%20to%20Copy%20Narration%20in%20Tally%20Voucher.html>

15. *Tally Edu.-15*

How to see Party Account or Ledger Balance-Tally 115

- **Gateway of tally (GOT)**
- **Press 'D' for Display**
- **Press 'A' for Account Books**

- Press 'L' for Ledger
- Now Type the Ledger Name
- Select the period Press F2

<http://svnecschoools.com/tallynotes/tallyhtml/Tally.115-How%20to%20see%20Ledger%20Balance.html>

16.

Tally Edu.-16

Purchase voucher Type Creation- Tally 116

Before Voucher Type Creation Create the following

1.Create Party Ledger

- GOT-ALC
- Name-Name of the Purchase Party (Under-Sundry Creditors)

2. Create Purchase Ledger Accounts (Under Purchase Accounts)

- GOT-ALC
- Name-Purchase Local B2B
- Under-Purchase Accounts
- Inventory Values are affected-YES
- Types of Ledger-Not applicable
- Is GST applicable-Yes
- Set/alt GST Rates-No
- Type of Supply-Goods or Service

3(a)Create Input CGST Alc

- Under-Duties & Taxes
- Type of Duty-GST
- Tax Type-Central Tax

3(b)Create Input SGST Alc

- Under-Duties & Taxes
- Type of Duty-GST

- **Tax Type-State Tax**

3(c) Create Input IGST A/c

- **Under-Duties & Taxes**
- **Type of Duty-GST**
- **Tax Type-Integrated Tax**

3(d) Create Input Cess A/c (if required)

- **Under-Duties & Taxes**
- **Type of Duty-GST**
- **Tax Type-Cess**
- **Inventory Values are affected-No**
- **Percentage of Calculation-0%**
- **Rounding Method-Not applicable**

Now Create Voucher Type

- **Press 'A' Accounts Info.**
- **Press 'V' for Voucher Types**
- **Press 'C' for Create**
- **Name- Pur Gst**
- **Select Type of voucher-Purchase**
- **Method of Voucher Numbering-Manual**
- **Name of the Class-Pur Local Pb**
- **Exclude these Groups -End of List**
- **Include these Groups -End of List**
- **Ledger Name-Purchase Local B2B**
- **Set/Alter Tax Class-No**
- **Input CGST A/c**
- **Input SGST A/c**
- **Round off-As User Defined Value**
- **Similarly open other Classes (In short GOT-AVC)**

<http://svnecschoools.com/tallynotes/tallyhtml/Tally%20116-Purchase%20Voucher%20Type%20Creation.html>

Sale Voucher Type Creation - Tally 117

Firstly open the Following Ledger Accounts

- **Sale Local B2B (under sales Accounts)**
- **Sale Local B2C (under sales Accounts)**
- **Sale Interstate B2B (under sales Accounts)**
- **Sale Interstate B2C (under sales Accounts)**
- **Output IGST A/c (Under Duties & Taxes *GST* Integrated Tax)**
- **Output CGST A/c (Under Duties & Taxe *GST* Central Tax)**
- **Output SGST A/c (Under Duties & Taxes *GST* State Tax)**
- **Cess (Under Duties & Taxes *GST* Cess)**
- **Round Off (Under Indirect Expenses)**
- **Sale Party (Under Sundry Debtors)**

Now

- **Gateway of tally (GOT)**
- **Press 'A' for Accounts Info.**
- **Press 'V' for Voucher Types**
- **Press 'C' for Create**
- **Name : Sale GST**
- **Select Type of Voucher: Sales**
- **Method of Voucher Numbering: Automatic**
- **Used Advanced Configuration: Yes**
- **(Now new window open)**
- **Starting Number: 1**
- **Width of Numerical Part: as per your requirement**
- **Prefill with Zero: No (yes if you want)**

- **Press multiple enter to come at main window**
- **Now go to Name of the Class**
- **Write 'sale b2b local'**
- **Press enter**
- **(Now new window open)**
- **Exclude these Groups: End of List**
- **Include these Groups: End of List**
- **Default accounting allocations**
- **Ledger Name: Sale b2b local**
- **Set alter Tax Class: No**
- **Percentage: 100%**
- **Additional Accounting Entries**
- **Ledger Name: Output CGST A/c**
- **Type of Calculation: GST**
- **Remove if zero: yes**
- **Ledger Name: Output SGST A/c**
- **Type of Calculation: GST**
- **Remove if zero: yes**
- **Ledger Name: Round Off**
- **Type of Calculation: As Total Amount Rounding**
- **(If bills through Computer)**

- **Type of Calculation: As User Define Value**
- **(If manual bill book entry)**
- **Remove if zero: yes**
- **Press multiple enter to save**
- **Similarly open other Classes (In short GOT-AVC)**

<http://svnecschoools.com/tallynotes/tallyhtml/Tally%20117-Sale%20Voucher%20Type%20Creation.html>

18. *Tally Edu.-18a*

***Direct Expenses Tally-118-A*
(Purchase/Cost of Goods related Expenses)
List**

Sno	**Accounting Head*	*Remarks*
1.	*Wages*	Payment related to Production
2.	*Custom Clearing Expenses Import*	Paid for incoming material
3.	*Electricity Expenses (Factory)*	Payment related to Production
4.	*Factory Rent*	Paid for Factory premises used for production or Godown for Production Material
5.	*Freight & Cartage Inward*	Paid for incoming material
6.	*Generator Expenses (Factory)*	Payment related to Production
7.	*Import Duty*	For import of Goods
8.	*Labor Outward*	Labor paid for process of

		Production
	<p>9. *Loading/Unloading Expenses Inward*</p> <p>http://svnecschoools.com/tallynotes/tallyhtml/Tally.118A-Direct%20Expenses%20List.html</p>	Paid for incoming material
18.	*Tally 118-B-List of Indirect Expenses*	
b	(All expenses incurred when Goods are ready for sale)	
	Accounting Charges	
	Advertisement Expenses	
	Audit Fee	
	Bad Debts A/c	
	Bank Charges	
	Bank Interest	
	Bonus Account	
	Building Repair & Maintenance	
	Bus Expenses	
	Camera Repair	
	Commission Expenses	
	Computer Repair & Maintenance	
	Consultation Charges	
	Conveyance Expenses	
	Courier Charges	
	Depreciation Account	
	Diesel Expenses	
	Distribution Expenses	
	Educational Tour Expenses	
	Educational Software Charges	
	Electric Repair & Maintenance	
	Entertainment Expenses	
	ESI Employer Share	

Examination Expenses
Exhibition Expenses A/C
Festival Celebration Expenses
Fee & Taxes
Fire Extinguishers Expenses
Freight & Cartage Outward
Function/Competition Expenses
Furniture Repair Expenses
General Repair & Maintenance
House Keeping Expenses
Income Tax Provision
Identity Card Charges
Insurance
Insurance A\c (Director)-Key
Interest on Capital
Interest on Loan
Interest on TDS Deposit
Interest on Unsecured Loans
Labor Welfare Expenses
Labor Welfare Fund
Laboratory Expenses
Leave with Wages
Legal Fee Expenses
License Fee-Factory Act
Loading/Unloading A\c (sales)
Loss By Fire
Machinery Repair & Maintenance
Medical Aid
Miscellaneous Expenses
News Paper & Periodicals
Office Expenses
Old Cloth for Dusting
Petrol Expenses
Photo Copy Expenses
Postage Account
Printing & Stationery

Professional Fee
Provident Fund (Employer Share)
Rebate & Discount
Remuneration to Directors
Rent Paid A\c
Repair & Maintenance
Repair & Maintenance Vehicles
Royalties A\c
Salary Paid
Salary to Partners
Sale Promotion Expenses
Sales Tax Assessment Charges
Scouts & Guide Training
Seminar Expenses
Shipping Charges Outward
Shop Alteration Expenses
Software Charges
Staff Welfare
Subscription Account
Sports Expenses
Staff Training
TDS A\c-Regular Assessment/Late Fee
Telephone Expenses
Trade Mark Registration Expenses
Travelling Expenses
Tree & Plantation Expenses
Uniform Expenses
Vehicle Road Tax
Water & Sewerage Expenses
Water Cooler Repair
Website Development Charges
http://svnecschools.com/tallynotes/tallyhtml/Tally.118B-Indirect%20Expenses%20List.html