

School of Tally
(A Self-Study Paryas for simplified Education)

Tally 110

Sale Bill Preparation

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)

- 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**

**Stock Item to Open by Using Tally.103 & Tally.104 with GST rate
Gateway of tally (GOT)**



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)

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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)

Sale Bill Creation -Example

(Already created company named M/s SMD Marketing Co.)

Problem 1-Within State Sales-Cash

Sold the following goods in cash:

Items	Quantity (in Piece)	Rate Per Piece (Rs.)	Value	Output CGST	Output SGST	Total
Speaker	50	850	42500	6% (2550/-)	6% (2550/-)	47600

Problem 2-Within State Sales-Credit

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Sold the following goods in to ABC & Company, Ludhiana, Punjab having GST number on credit:

Items	Quantity (in Piece)	Rate Per Piece (Rs.)	Value	Output CGST	Output SGST	Total
Speaker	50	850	42500	6% (2550/-)	6% (2550/-)	47600

Problem 3-Inter State Sales-Credit

Sold the following goods in to Sunder & Company, Delhi having GST number on credit:

Items	Quantity (in Piece)	Rate Per Piece (Rs.)	Value	Output IGST	Total
Speaker	50	850	42500	12% (5100/-)	47600

Solutions

(A) In the above problems following ledger accounts are required to create by using GOT-ALC:

LEDGER ACCOUNT-GOT-ALC-Sale Local B2b-Under Sales Account

The screenshot shows the 'Ledger Alteration' window in Tally ERP 9 for the company 'SMD Marketing Company'. The ledger name is 'Sale Local B2B'. The window is divided into several sections:

- Top Section:** Name (Sale Local B2B), Total Opening Balance, and Notes.
- Under Section:** Sales Accounts, Mailing Details (Name, Address, Contact person, Phone no., Mobile no., Fax no., E-mail, CC to (if any), Website), and Provide bank details.
- Statutory Information Section:**
 - Inventory values are affected: ? Yes
 - Type of Ledger: ?
 - Is GST Applicable: ? J Applicable
 - Set/alter GST Details: ? No
 - Type of Supply: Goods
- Tax Registration Details Section:** PAN/IT No.
- Bottom Section:** Opening Balance (on 1-Apr-2019):

The window also includes a menu bar at the top with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. On the right side, there is a vertical toolbar with icons for Company, New Company, Edit Sort, Details, Set Chq Books, Set Chq Printing, Groups, Ledgers, Voucher Types, Features, and Configure. The status bar at the bottom shows the current path: Tally MAIN --> Gateway of Tally --> Accounts Info --> Ledgers --> Ledger Alteration, and the date/time: Mon, 6 Apr, 2020, 19:10:19.

Ledger Account-GOT-ALC-Sale Local B2c-Under Sales Account

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Tally ERP 9

Print | Export | E-Mail | Upload | TallyShop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Alteration SMD Marketing Company Ctrl + M

Name (alias): **Sale Local B2C** Total Opening Balance

Notes:

Under: Sales Accounts

Inventory values are affected: ? Yes
Type of Ledger: ?

Statutory Information

Is GST Applicable: ? J Applicable
Set/alter GST Details: ? No
Type of Supply: Goods

Mailing Details

Name:
Address:
Contact person:
Phone no.:
Mobile no.:
Fax no.:
E-mail:
CC to (if any):
Website:
Provide bank details: ? No

Tax Registration Details

PAN/IT No.:

Opening Balance (on 1-Apr-2019):

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration

© Tally Solutions Pvt Ltd, 1988-2020 Mon, 6 Apr, 2020 19:10:57

Ledger Account-GOT-ALC-Sale Interstate B2b-Under Sales Account

Tally ERP 9

Print | Export | E-Mail | Upload | TallyShop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Alteration SMD Marketing Company Ctrl + M

Name (alias): **Sale Interstate B2B** Total Opening Balance

Notes:

Under: Sales Accounts

Inventory values are affected: ? Yes
Type of Ledger: ?

Statutory Information

Is GST Applicable: ? J Applicable
Set/alter GST Details: ? No
Type of Supply: Goods

Mailing Details

Name:
Address:
Contact person:
Phone no.:
Mobile no.:
Fax no.:
E-mail:
CC to (if any):
Website:
Provide bank details: ? No

Tax Registration Details

PAN/IT No.:

Opening Balance (on 1-Apr-2019):

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration

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Ledger Account-GOT-ALC-Output CGST A/c-Under Duties & Taxes-Central Tax

Ledger Account-GOT-ALC-Output SGST A/c-Under Duties & Taxes-State Tax

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Ledger Account-GOT-ALC-Output IGST A/c-Under Duties & Taxes-Integrated Tax

The screenshot shows the 'Ledger Alteration' window in Tally ERP 9. The window title is 'S A Enterprises'. The 'Name' field is set to 'Output IGST A/c'. The 'Total Opening Balance' field is empty. The 'Notes' field is empty. The 'Under' field is set to 'Duties & Taxes (Current Liabilities)'. The 'Type of duty/tax' is set to 'GST'. The 'Tax type' is set to 'Integrated Tax'. The 'Maintain balances bill-by-bill' is set to 'No'. The 'Inventory values are affected' is set to 'No'. The 'Percentage of calculation' is set to '0 %'. The 'Rounding method' is set to 'Not Applicable'. The 'Statutory Information' section shows 'Is TDS applicable' set to 'Undefined'. The 'Mailing Details' section shows 'Name', 'Address', 'Contact person', 'Phone no.', 'Mobile no.', 'Fax no.', 'E-mail', 'CC to (if any)', and 'Website'. The 'Tax Registration Details' section shows 'PAN/IT No.'. The 'Opening Balance (on 1-Apr-2015)' is set to '0'. The window has a green header bar with menu items: Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, Help. The right sidebar contains a list of functions: F3: Company, F3: New Company, F10: Edit Sort, F11: Features, F12: Configure. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration', '© Tally Solutions Pvt Ltd., 1988-2020', 'Tue, 7 Apr, 2020', and '14:04:57'.

Cash Account-already exists

Ledger Account-GOT-ALC-ABC & Company Ludhiana with GST number and state Punjab under Sundry Debtors

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Tally ERP 9

Print | Export | E-Mail | Upload | TallyShop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Alteration SMD Marketing Co. Ctrl + M

Name (alias) : ABC & Co. Total Opening Balance

Notes :

Under : Sundry Debtors (Current Assets)

Mailing Details

Name : ABC & Co.

Address :

Country : India

State : Punjab Pincode :

(Select the applicable state to calculate GST during voucher entry.)

Contact person :

Phone no. :

Mobile no. :

Fax no. :

E-mail :

CC to (if any) :

Website :

Provide bank details ? No

Tax Registration Details

PAN/IT No. :

Registration type : Regular

GSTIN/UIN :

Set/alter GST details ? No

Opening Balance (on 1-Apr-2019) :

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration

© Tally Solutions Pvt Ltd, 1988-2020 Tue, 7 Apr, 2020 14:07:02

Ledger Account-GOT-ALC-Sunder & Company, Delhi with GST number and state Delhi under Sundry Debtors

Tally ERP 9

Print | Export | E-Mail | Upload | TallyShop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation SMD Marketing Co. Ctrl + M

Name (alias) : Sunder & Company-Delhi Total Opening Balance

Notes :

Under : Sundry Debtors (Current Assets)

Mailing Details

Name : Sunder & Company-Delhi

Address :

Country : India

State : Delhi Pincode :

(Select the applicable state to calculate GST during voucher entry.)

Contact person :

Phone no. :

Mobile no. :

Fax no. :

E-mail :

CC to (if any) :

Website :

Provide bank details ? No

Tax Registration Details

PAN/IT No. :

Registration type : Regular

GSTIN/UIN :

Set/alter GST details ? No

Opening Balance (on 1-Apr-2019) :

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation

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(B) Unit of measure 'pc' is required to create by using GOT-IUC

The screenshot shows the 'Unit Creation' window in Tally ERP 9 for the company 'SMD Marketing Co.'. The window is titled 'Unit Creation' and has a 'Ctrl + M' shortcut. On the left, there is a form with the following fields: 'Type' set to 'Simple', 'Symbol' set to 'pc', 'Formal name' set to 'Pcs', 'Unit Quantity Code (UQC)' set to 'PCS-PIECES', and 'Number of decimal places' set to '0'. Below this form, it indicates 'GST Dealer' and 'SMD Marketing Co.'. The main area of the window is empty, with a 'Gateway of Tally' menu visible in the center. The menu options are 'Units', 'Create', 'Display', 'Alter', and 'Quit'. The right-hand side of the window shows a list of functions: 'F3: Company', 'F3: New Company', 'G: Groups', 'I: Items', 'U: Units', 'V: Voucher Types', and 'F11: Features'. The bottom status bar shows the navigation path 'Tally MAIN --> Gateway of Tally --> Inventory Info. --> Units --> Unit Creation', the copyright notice '© Tally Solutions Pvt Ltd., 1988-2020', the date 'Tue, 7 Apr, 2020', and the time '14:11:38'.

‘(C) Stock Item “Speaker” is required to create by using GOT-IIC

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Tally.ERP 9

 P: Print E: Export M: E-Mail Q: Upload S: TallyShop G: Language K: Keyboard Ctrl: Control Centre H: Support Centre H: Help

Stock Item Creation
SMD Marketing Co.
Ctrl + M

Name : Speaker
(alias) :

Under : Primary
Units : pc

Statutory Information

GST Applicable : Applicable
Set/alter GST Details ? Yes
Type of Supply : Goods
Rate of Duty (eg 5) : 0

	Quantity	Rate per	Value
Opening Balance			

Gateway of Tally ...
Inventory Info ...
Stock Items

Single Stock Item

Create
Display
Alter

Multiple Stock Items

Create
Display
Alter

Quit

Q: Quit A: Accept D: Delete
Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info --> Stock Items --> Stock Item Creation

Tally.ERP 9

 P: Print E: Export M: E-Mail Q: Upload S: TallyShop G: Language K: Keyboard Ctrl: Control Centre H: Support Centre H: Help

GST Details
SMD Marketing Co.
Ctrl + M

GST Details for Stock Item:
Speaker

HSN/SAC Details

Description : Speaker
HSN/SAC : 1234
Is non-GST goods ? No

Tax Details

Calculation type : On Value
Taxability : Taxable
Is reverse charge applicable ? No
Is ineligible for input credit ? No

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	12 %
Central Tax	Based on Value	6 %
State Tax	Based on Value	6 %
Cess	Based on Value	0 %

	Quantity	Rate per	Value
Opening Balance			

Gateway of Tally ...
Inventory Info ...
Stock Items

Single Stock Item

Create
Display
Alter

Multiple Stock Items

Create
Display
Alter

Quit

Q: Quit
Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info --> Stock Items --> Stock Item Creation --> GST Details

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Problem 1

GOT-V-F8-SALES-View is as under:

The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The voucher is a Sales Voucher (No. 1) dated 1-Apr-2019 (Monday). The party is 'Cash' with a current balance of 44,380.00 Dr. The voucher contains the following items:

Name of Item	Quantity	Rate	per	Amount
Speaker	50 pc	850.00	pc	42,500.00
Output CGST A/C				2,550.00
Output SGST A/C				2,550.00
50 pc				47,600.00

The narration is 'BNO1'. The window includes a menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand pane lists various functions such as Accounting Vouchers, Inventory Vouchers, Date, Company, Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchase, Debit Note, Reversing Journal, Memos, Stock Query, Tax Analysis, Accounting Invoice, As Voucher, Post-Dated, Optional, Features, and Configure. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation', '© Tally Solutions Pvt Ltd, 1988-2020', 'Tue, 7 Apr, 2020', and '18:17:49'.

Problem 2

GOT-V-F8-SALES-View is as under:

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The screenshot shows the Tally ERP 9 Accounting Voucher Creation window for SMD Marketing Company. The voucher is a Sales Voucher (No. 2) dated 1-Apr-2019 (Monday). The Party A/c name is ABC & Company. The current balance is 0. The voucher contains the following items:

Name of Item	Quantity	Rate	per	Amount
Speaker	50	850.00	pc	42,500.00
Output CGST A/C				2,550.00
Output SGST A/C				2,550.00
				47,600.00

The Narration field contains "BNO 2_". The bottom status bar shows "Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation" and "© Tally Solutions Pvt Ltd, 1988-2020". The system date is Tue, 7 Apr, 2020, and the time is 18:22:02.

Problem 3

GOT-V-F8-SALES-View is as under:
This screen also appears for selection of sales

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Tally.ERP 9

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

Accounting Details **SMD Marketing Company** **Ctrl + M**

Sales No. 3 1-Apr-2019
Reference no.: 3 Monday

Party A/c name: Sunder & Company-Delhi
Current balance

Particulars	Amount
Accounting Details for : Speaker Upto : ₹ 42,500.00 Cr	
Sale Interstate B2B	42,500.00
Cur Bal: 42,500.00 Cr	
	42,500.00

Quantity Rate per Amount

50 pc 850.00 pc 42,500.00

50 pc 42,500.00

Q: Quit A: Accept

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Accounting Details © Tally Solutions Pvt Ltd, 1988-2020 Tue, 7 Apr, 2020 18:24:42

Tally.ERP 9

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

Accounting Voucher Creation **SMD Marketing Company** **Ctrl + M**

Sales No. 3 1-Apr-2019
Reference no.: 3 Monday

Party A/c name: Sunder & Company-Delhi
Current balance

Name of Item	Quantity	Rate	per	Amount
Speaker	50 pc	850.00	pc	42,500.00
Output IGST A/c				5,100.00
				47,600.00

Narration:
BNO 3

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Solutions Pvt Ltd, 1988-2020 Tue, 7 Apr, 2020 18:26:10

F1: Accounting Vouchers

F1: Inventory Vouchers

F2: Date

F3: Company

F4: Contra

F5: Payment

F6: Receipt

F7: Journal

F8: Sales

F8: Credit Note

F9: Purchase

F9: Debit Note

F10: Reversing Journal

F10: Memos

S: Stock Query

A: Tax Analysis

I: Accounting Invoice

V: As Voucher

I: Post-Dated

L: Optional

F11: Features

F12: Configure