POWER OF SIMPLICITY

Sample Reports in Tally.ERP 9

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1. Financial Statements and Reports

1.1 Vertical Balance Sheet

Go to **Gateway of Tally > Balance Sheet** > press **F12** and set **Show Vertical Balance Sheet** to **Yes**.

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

		as at 31-Mar-2009
Sources of Funds :		
Capital Account		**55,00,000.00**
Loans (Liability)		**4,63,216.03**
Current Liabilities		**54,39,840.51**
Profit & Loss A/c		**62,38,991.92**
Opening Balance		
Current Period	*62,38,991.92*	
Unadjusted Forex Gain/Loss		**3.55**
Total		**1,76,42,052.01**
Application of Funds :		
Fixed Assets		**34,62,489.68**
Investments		**5,00,000.00**
Current Assets		**1,36,79,562.33**
Total		**1,76,42,052.01**

Figure 1.1 Vertical Balance Sheet

1.2 Vertical Balance Sheet with Working Capital

Go to **Gateway of Tally > Balance Sheet** > press **F12** and set '**Show Vertical Balance Sheet**' and '**Show Working Capital figures**' to '**Yes**' > press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

		as at 31-Mar-2009	
Sources of Funds :			
Capital Account			**55,00,000.00**
Balasubramanian's Share Capital A/c		*7,13,000.00*	
Kavitha's Share Capital A/c		*2,76,500.00*	
Mohan's Share Capital A/c		*15,00,000.00*	
Priya Ganesh's Share Capital A/c		*5,65,500.00*	
Sathish's Share Capital A/c		*14,00,000.00*	
Suresh's Share Capital A/c		*4,75,500.00*	
Vijayakumar's Share Capital A/c		*5,69,500.00*	
Loans (Liability)			**4,63,216.03**
Unsecured Loans		*4,43,316.03*	
HDFC Silver Credit Card		*19,900.00*	
Profit & Loss A/c			**62,38,991.92**
Opening Balance			
Current Period		*62,38,991.92*	
Unadjusted Forex Gain/Loss			**3.55**
Total			**1,22,02,211.50**
Application of Funds :			
Fixed Assets			**34,62,489.68**
Accumulated Depreciation on Fixed Assets		*(-)6,02,622.20*	
Land & Building		*14,00,000.00*	
Plant & Machinery		*15,25,000.00*	
Airconditioner		*21,500.00*	
Computers & Peripherals		*90,460.00*	
Furniture & Fixtures		*1,22,420.00*	
Motor Car - Hyundai GLX		*9,05,731.88*	
Investments			**5,00,000.00**
Investments		*5,00,000.00*	
Working Capital			**82,39,721.82**
Current Assets		1,36,79,562.33	
Closing Stock	13,58,831.73		
Loans & Advances (Asset)	15,99,000.00		
Sundry Debtors	65,16,336.68		
Cash-in-hand	10,19,901.25		
Bank Accounts	29,35,492.67		
Advance Tax	2,50,000.00		
Less: **Current Liabilities**		54,39,840.51	
Duties & Taxes	65,206.54		
Provisions	91,618.38		
Sundry Creditors	50,76,720.00		
ESI Payable	210.00		
Interest on Car Loan A/c	1,56,275.59		
Salary Payable	49,810.00		
Total			**1,22,02,211.50**

Figure 1.2 Vertical Balance Sheet with Working Capital

1.3 Horizontal Balance Sheet

Go to **Gateway of Tally > Balance Sheet** > press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Liabilities	as at 31-Mar-2009		Assets	as at 31-Mar-2009	
Capital Account		**55,00,000.00**	**Fixed Assets**		**34,62,489.68**
Balasubramanian's Share Capital A/c	*7,13,000.00*		Accumulated Depreciation on Fixed Assets	*(-)6,02,622.20*	
Kavitha's Share Capital A/c	*2,76,500.00*		Land & Building	*14,00,000.00*	
Mohan's Share Capital A/c	*15,00,000.00*		Plant & Machinery	*15,25,000.00*	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		*Airconditioner*	*21,500.00*	
Sathish's Share Capital A/c	*14,00,000.00*		*Computers & Peripherals*	*90,460.00*	
Suresh's Share Capital A/c	*4,75,500.00*		*Furniture & Fixtures*	*1,22,420.00*	
Vijayakumar's Share Capital A/c	*5,69,500.00*		*Motor Car - Hyundai GLX*	*9,05,731.88*	
Loans (Liability)		**4,63,216.03**	**Investments**		**5,00,000.00**
Unsecured Loans	*4,43,316.03*		*Investments*	*5,00,000.00*	
HDFC Silver Credit Card	*19,900.00*				
			Current Assets		**1,36,79,562.33**
Current Liabilities		**54,39,840.51**	Closing Stock	*13,58,831.73*	
Duties & Taxes	*65,206.54*		Loans & Advances (Asset)	*15,99,000.00*	
Provisions	*91,618.38*		Sundry Debtors	*65,16,336.68*	
Sundry Creditors	*50,76,720.00*		Cash-in-hand	*10,19,901.25*	
ESI Payable	*210.00*		Bank Accounts	*29,35,492.67*	
Interest on Car Loan A/c	*1,56,275.59*		*Advance Tax*	*2,50,000.00*	
Salary Payable	*49,810.00*				
Profit & Loss A/c		**62,38,991.92**			
Opening Balance					
Current Period	*62,38,991.92*				
Unadjusted Forex Gain/Loss		**3.55**			
Total		**1,76,42,052.01**	**Total**		**1,76,42,052.01**

Figure 1.3 Horizontal Balance Sheet

1.4 Horizontal Balance Sheet with Percentage/Working Capital

Go to **Gateway of Tally > Balance Sheet** > press **F12** and set '**Show Percentages**' and '**Show Working Capital figures**' to '**Yes**' > press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Liabilities	as at 31-Mar-2009			Assets		as at 31-Mar-2009		
Capital Account		**55,00,000.00**	45.07 %	**Fixed Assets**			**34,62,489.68**	28.38 %
Balasubramanian's Share Capital A	7,13,000.00			Accumulated Depreciation on Fixed As		(-)6,02,622.20		
Kavitha's Share Capital A/c	2,76,500.00			Land & Building		14,00,000.00		
Mohan's Share Capital A/c	15,00,000.00			Plant & Machinery		15,25,000.00		
Priya Ganesh's Share Capital A	5,65,500.00			Airconditioner		21,500.00		
Sathish's Share Capital A/c	14,00,000.00			Computers & Peripherals		90,460.00		
Suresh's Share Capital A/c	4,75,500.00			Furniture & Fixtures		1,22,420.00		
Vijayakumar's Share Capital A	5,69,500.00			Motor Car - Hyundai GLX		9,05,731.88		
Loans (Liability)		**4,63,216.03**	3.80 %	**Investments**			**5,00,000.00**	4.10 %
Unsecured Loans	4,43,316.03			Investments		5,00,000.00		
HDFC Silver Credit Card	19,900.00							
				Working Capital			**82,39,721.82**	67.53 %
Profit & Loss A/c		**62,38,991.92**	51.13 %	**Current Assets**		1,36,79,562.33		
Opening Balance				Closing Stock	13,58,831.73			
Current Period	62,38,991.92			Loans & Advances (Asset)	15,99,000.00			
				Sundry Debtors	65,16,336.68			
Unadjusted Forex Gain/Los		**3.55**		Cash-in-hand	10,19,901.25			
				Bank Accounts	29,35,492.67			
				Advance Tax	2,50,000.00			
				Less. **Current Liabilities**		54,39,840.51		
				Duties & Taxes	65,206.54			
				Provisions	91,618.38			
				Sundry Creditors	50,76,720.00			
				ESI Payable	210.00			
				Interest on Car Loan A/c	1,56,275.59			
				Salary Payable	49,810.00			
Total		**1,22,02,211.50**	100 %	**Total**			**1,22,02,211.50**	100 %

Figure 1.4 Horizontal Balance Sheet with Percentage/Working Capital

1.5 Comparative Quarterly Balance Sheet

Go to **Gateway of Tally > Balance Sheet** > press **Alt+F1** >press **Alt+N** (select '**Quarterly**' Column Details)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet

Page 1 (A)

	as at 30-Jun-2008		as at 30-Sep-2008	
Sources of Funds :				
Capital Account		**55,00,000.00**		**55,00,000.00**
Balasubramanian's Share Capital A/c	*7,13,000.00*		7,13,000.00	
Kavitha's Share Capital A/c	*2,76,500.00*		2,76,500.00	
Mohan's Share Capital A/c	*15,00,000.00*		15,00,000.00	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		5,65,500.00	
Sathish's Share Capital A/c	*14,00,000.00*		14,00,000.00	
Suresh's Share Capital A/c	*4,75,500.00*		4,75,500.00	
Vijayakumar's Share Capital A/c	*5,69,500.00*		5,69,500.00	
Loans (Liability)		**5,57,277.46**		**4,93,643.65**
Unsecured Loans	*5,42,407.46*		4,89,543.65	
HDFC Silver Credit Card	*14,870.00*		4,100.00	
Current Liabilities		**52,26,280.47**		**67,07,388.60**
Duties & Taxes	*(-)3,84,388.63*		(-)2,21,038.83	
Provisions				
Sundry Creditors	*54,36,342.00*		67,60,047.50	
ESI Payable	*210.00*		210.00	
Interest on Car Loan A/c	*1,74,117.10*		1,68,169.93	
Salary Payable				
Profit & Loss A/c		**8,92,288.48**		**16,66,069.42**
Opening Balance			8,92,288.48	
Current Period	*8,92,288.48*		7,73,780.94	
Unadjusted Forex Gain/Loss				
Total		**1,21,75,846.41**		**1,43,67,101.67**
Application of Funds :				
Fixed Assets		**25,21,191.88**		**40,46,191.88**
Accumulated Depreciation on Fixed Assets				
Land & Building	*4,00,000.00*		14,00,000.00	
Plant & Machinery	*10,00,000.00*		15,25,000.00	
Airconditioner				
Computers & Peripherals	*90,460.00*		90,460.00	
Furniture & Fixtures	*1,25,000.00*		1,25,000.00	
Motor Car - Hyundai GLX	*9,05,731.88*		9,05,731.88	
Investments				**5,00,000.00**
Investments			5,00,000.00	
Current Assets		**96,54,654.53**		**98,20,909.79**
Closing Stock	*31,57,971.91*		24,22,573.41	
Loans & Advances (Asset)	*7,00,000.00*		16,00,000.00	
Sundry Debtors	*26,46,843.75*		30,30,023.75	
Cash-in-hand	*3,44,758.00*		6,73,990.00	
Bank Accounts	*28,05,080.87*		20,94,322.63	
Advance Tax				
Total		**1,21,75,846.41**		**1,43,67,101.67**

Figure 1.5 Comparative Quarterly Balance Sheet

1.6 Comparative Half yearly Balance Sheet

Go to **Gateway of Tally > Balance Sheet** > press **Alt+F1** > press **Alt+N** (select **'Half Yearly'** Column Details)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet

	as at 30-Sep-2008		as at 31-Mar-2009	
Sources of Funds :				
Capital Account		**55,00,000.00**		**55,00,000.00**
Balasubramanian's Share Capital A/c	*7,13,000.00*		7,13,000.00	
Kavitha's Share Capital A/c	*2,76,500.00*		2,76,500.00	
Mohan's Share Capital A/c	*15,00,000.00*		15,00,000.00	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		5,65,500.00	
Sathish's Share Capital A/c	*14,00,000.00*		14,00,000.00	
Suresh's Share Capital A/c	*4,75,500.00*		4,75,500.00	
Vijayakumar's Share Capital A/c	*5,69,500.00*		5,69,500.00	
Loans (Liability)		**4,93,643.65**		**4,63,216.03**
Unsecured Loans	*4,89,543.65*		4,43,316.03	
HDFC Silver Credit Card	*4,100.00*		19,900.00	
Current Liabilities		**67,07,388.60**		**54,39,840.51**
Duties & Taxes	*(-)2,21,038.83*		65,206.54	
Provisions			91,618.38	
Sundry Creditors	*67,60,047.50*		50,76,720.00	
ESI Payable	*210.00*		210.00	
Interest on Car Loan A/c	*1,68,169.93*		1,56,275.59	
Salary Payable			49,810.00	
Profit & Loss A/c		**16,66,069.42**		**62,38,991.92**
Opening Balance			16,66,069.42	
Current Period	*16,66,069.42*		45,72,922.50	
Unadjusted Forex Gain/Loss				**3.55**
Total		**1,43,67,101.67**		**1,76,42,052.01**
Application of Funds :				
Fixed Assets		**40,46,191.88**		**34,62,489.68**
Accumulated Depreciation on Fixed Assets			(-)6,02,622.20	
Land & Building	*14,00,000.00*		14,00,000.00	
Plant & Machinery	*15,25,000.00*		15,25,000.00	
Airconditioner			21,500.00	
Computers & Peripherals	*90,460.00*		90,460.00	
Furniture & Fixtures	*1,25,000.00*		1,22,420.00	
Motor Car - Hyundai GLX	*9,05,731.88*		9,05,731.88	
Investments		**5,00,000.00**		**5,00,000.00**
Investments	*5,00,000.00*		5,00,000.00	
Current Assets		**98,20,909.79**		**1,36,79,562.33**
Closing Stock	*24,22,573.41*		13,58,831.73	
Loans & Advances (Asset)	*16,00,000.00*		15,99,000.00	
Sundry Debtors	*30,30,023.75*		65,16,336.68	
Cash-in-hand	*6,73,990.00*		10,19,901.25	
Bank Accounts	*20,94,322.63*		29,35,492.67	
Advance Tax			2,50,000.00	
Total		**1,43,67,101.67**		**1,76,42,052.01**

Figure 1.6 Comparative Half yearly Balance Sheet

1.7 Comparative Yearly Balance Sheet

Go to **Gateway of Tally > Balance Sheet** > press **Alt+F1** > press **Alt+N** (select '**Yearly**' Column Details)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Liabilities	as at 31-Mar-2009		Assets	as at 31-Mar-2009	
Capital Account		**55,00,000.00**	**Fixed Assets**		**34,62,489.68**
Balasubramanian's Share Capital A/c	*7,13,000.00*		*Accumulated Depreciation on Fixed Assets*	*(-)6,02,622.20*	
Kavitha's Share Capital A/c	*2,76,500.00*		Land & Building	*14,00,000.00*	
Mohan's Share Capital A/c	*15,00,000.00*		Plant & Machinery	*15,25,000.00*	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		*Airconditioner*	*21,500.00*	
Sathish's Share Capital A/c	*14,00,000.00*		*Computers & Peripherals*	*90,460.00*	
Suresh's Share Capital A/c	*4,75,500.00*		*Furniture & Fixtures*	*1,22,420.00*	
Vijayakumar's Share Capital A/c	*5,69,500.00*		*Motor Car - Hyundai GLX*	*9,05,731.88*	
Loans (Liability)		**4,63,216.03**	**Investments**		**5,00,000.00**
Unsecured Loans	*4,43,316.03*		*Investments*	*5,00,000.00*	
HDFC Silver Credit Card	*19,900.00*				
			Current Assets		**1,36,79,562.33**
Current Liabilities		**54,39,840.51**	Closing Stock	*13,58,831.73*	
Duties & Taxes	*65,206.54*		Loans & Advances (Asset)	*15,99,000.00*	
Provisions	*91,618.38*		Sundry Debtors	*65,16,336.68*	
Sundry Creditors	*50,76,720.00*		Cash-in-hand	*10,19,901.25*	
ESI Payable	*210.00*		Bank Accounts	*29,35,492.67*	
Interest on Car Loan A/c	*1,56,275.59*		*Advance Tax*	*2,50,000.00*	
Salary Payable	*49,810.00*				
Profit & Loss A/c		**62,38,991.92**			
Opening Balance					
Current Period	*62,38,991.92*				
Unadjusted Forex Gain/Loss		**3.55**			
Total		**1,76,42,052.01**	**Total**		**1,76,42,052.01**

Figure 1.7 Comparative Yearly Balance Sheet

1.8 Vertical Profit and Loss Account

Go to **Gateway of Tally > Profit & Loss A/c** > Press **F12** and set '**Show Vertical Profit & Loss**' to '**Yes**' > press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Profit & Loss A/c
1-Apr-2008 to 31-Mar-2009

Particulars	1-Apr-2008 to 31-Mar-2009	
Trading Account :		
Sales Accounts		**3,15,70,847.50**
CST Sales	*60,30,125.00*	
Local Sales	*2,46,85,830.00*	
Sales @ 20%	*2,88,000.00*	
Sales - Advertising Services	*56,550.00*	
Sales AMC for Computers	*65,000.00*	
Sales - Exports	*70,342.50*	
Sales Bills to Make	***3,75,000.00***	
Cost of Sales :		**2,28,73,105.77**
Opening Stock		
Add: Purchase Accounts	*2,41,98,697.50*	
Less: Closing Stock	*13,58,831.73*	
	2,28,39,865.77	
Direct Expenses	*33,240.00*	
Assembling Charges	*18,240.00*	
Carriage Inwards	*15,000.00*	
Gross Profit :		**86,97,741.73**
Income Statement :		
Indirect Incomes		
		86,97,741.73
Indirect Expenses		**24,58,749.81**
Depreciation on Fixed Assets	*6,02,622.20*	
Interest & Finance Charges	*55,519.37*	
Operating Expenses	*3,33,568.75*	
Salaries & Remuneration Paid	*12,79,165.00*	
Selling & Distribution Expenses	*19,400.00*	
Employer ESI Contributions	*8,668.00*	
Employer PF Contributions	*44,596.49*	
Bonus	*50,000.00*	
Business Promotion Expenses	*25,500.00*	
Legal Fees	*16,500.00*	
Miscellaneous Expenses	*13,210.00*	
Research & Development Expenses	*10,000.00*	
Nett Profit :		**62,38,991.92**

Figure 1.8 Vertical Profit and Loss Account

1.9 Horizontal Profit and Loss Account

Go to **Gateway of Tally > Profit & Loss A/c** > press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Profit & Loss A/c
1-Apr-2008 to 31-Mar-2009

Particulars	1-Apr-2008 to 31-Mar-2009		Particulars	1-Apr-2008 to 31-Mar-2009	
Opening Stock			**Sales Accounts**		**3,15,70,847.50**
Accessories			CST Sales	60,30,125.00	
Components			Local Sales	2,46,85,830.00	
Defective Items			Sales @ 20%	2,88,000.00	
Dot Matrix Printers			Sales - Advertising Services	56,550.00	
Laser Jet Printers			Sales AMC for Computers	65,000.00	
IMFL			Sales - Exports	70,342.50	
Timber			**Sales Bills to Make**	**3,75,000.00**	
Timber - OTFL					
			Indirect Incomes		
Purchase Accounts		**2,41,98,697.50**			
Purchase @ 12.5%	1,31,95,812.50		Closing Stock		**13,58,831.73**
Purchase @ 20%	2,00,000.00		Accessories	15,792.76	
Purchase @ 4%	1,07,29,380.00		Components	2,573.22	
Purchase - Courier Charges	18,170.00		Defective Items	600.00	
Purchase - Interstate	40,560.00		Dot Matrix Printers	14,000.00	
Purchase - Telephone Services	14,775.00		Laser Jet Printers	17,400.00	
Purchase Bills to Come			IMFL	8,000.00	
			Timber	12,72,965.75	
Direct Expenses		**33,240.00**	Timber - OTFL	27,500.00	
Assembling Charges	18,240.00				
Carriage Inwards	15,000.00				
Indirect Expenses		**24,58,749.81**			
Depreciation on Fixed Assets	6,02,622.20				
Interest & Finance Charges	55,519.37				
Operating Expenses	3,33,568.75				
Salaries & Remuneration Paid	12,79,165.00				
Selling & Distribution Expenses	19,400.00				
Employer ESI Contributions	8,668.00				
Employer PF Contributions	44,596.49				
Bonus	50,000.00				
Business Promotion Expenses	25,500.00				
Legal Fees	16,500.00				
Miscellaneous Expenses	13,210.00				
Research & Development Expenses	10,000.00				
Nett Profit		**62,38,991.92**			
Total		**3,29,29,679.23**	**Total**		**3,29,29,679.23**

Figure 1.9 Horizontal Profit and Loss Account

1.10 Income and Expenditure Statement

Go to **Gateway of Tally** > (press **F11 Company Features** and set '**Income/Expense Stmt instead of P & L**' to '**Yes**') > **Income & Expense A/c** > press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Income & Expenditure Statement
1-Apr-2008 to 31-Mar-2009

Particulars	1-Apr-2008 to 31-Mar-2009		Particulars	1-Apr-2008 to 31-Mar-2009	
Opening Stock			**Sales Accounts**		**3,15,70,847.50**
Accessories			CST Sales	60,30,125.00	
Components			Local Sales	2,46,85,830.00	
Defective Items			Sales @ 20%	2,88,000.00	
Dot Matrix Printers			Sales - Advertising Services	56,550.00	
Laser Jet Printers			Sales AMC for Computers	65,000.00	
IMFL			Sales - Exports	70,342.50	
Timber			**Sales Bills to Make**	**3,75,000.00**	
Timber - OTFL					
			Indirect Incomes		
Purchase Accounts		**2,41,98,697.50**			
Purchase @ 12.5%	1,31,95,812.50		Closing Stock		**13,58,831.73**
Purchase @ 20%	2,00,000.00		Accessories	15,792.76	
Purchase @ 4%	1,07,29,380.00		Components	2,573.22	
Purchase - Courier Charges	18,170.00		Defective Items	600.00	
Purchase - Interstate	40,560.00		Dot Matrix Printers	14,000.00	
Purchase - Telephone Services	14,775.00		Laser Jet Printers	17,400.00	
Purchase Bills to Come			IMFL	8,000.00	
			Timber	12,72,965.75	
Direct Expenses		**33,240.00**	Timber - OTFL	27,500.00	
Assembling Charges	18,240.00				
Carriage Inwards	15,000.00				
Indirect Expenses		**24,58,749.81**			
Depreciation on Fixed Assets	6,02,622.20				
Interest & Finance Charges	55,519.37				
Operating Expenses	3,33,568.75				
Salaries & Remuneration Paid	12,79,165.00				
Selling & Distribution Expenses	19,400.00				
Employer ESI Contributions	8,668.00				
Employer PF Contributions	44,596.49				
Bonus	50,000.00				
Business Promotion Expenses	25,500.00				
Legal Fees	16,500.00				
Miscellaneous Expenses	13,210.00				
Research & Development Expenses	10,000.00				
Excess of Income over Expenditure		**62,38,991.92**			
Total		**3,29,29,679.23**	**Total**		**3,29,29,679.23**

Figure 1.10 Income and Expenditure Statement

1.11 Comparative Profit and Loss Account

Go to **Gateway of Tally > Profit & Loss A/c** > press **F2** and change period to **01.04.08 to 30.09.08** > or press **Alt+N** (select '**Half Yearly**' Column Details)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Profit & Loss A/c

Particulars	1-Apr-2008 to 30-Sep-2008		1-Oct-2008 to 31-Mar-2009	
Trading Account :				
Sales Accounts		**1,28,33,600.00**		**1,87,37,247.50**
CST Sales	29,50,125.00		30,80,000.00	
Local Sales	98,29,675.00		1,48,56,155.00	
Sales @ 20%			2,88,000.00	
Sales - Advertising Services	23,800.00		32,750.00	
Sales AMC for Computers	30,000.00		35,000.00	
Sales - Exports			70,342.50	
Sales Bills to Make			**3,75,000.00**	
Cost of Sales :		**1,03,45,434.09**		**1,25,27,671.68**
Opening Stock			24,22,573.41	
Add: Purchase Accounts	1,27,51,387.50		1,14,47,310.00	
Less: Closing Stock	24,22,573.41		13,58,831.73	
	1,03,28,814.09		1,25,11,051.68	
Direct Expenses	16,620.00		16,620.00	
Assembling Charges	9,120.00		9,120.00	
Carriage Inwards	7,500.00		7,500.00	
Gross Profit :		**24,88,165.91**		**62,09,575.82**
Income Statement :				
Indirect Incomes				
		24,88,165.91		62,09,575.82
Indirect Expenses		**8,22,096.49**		**16,36,653.32**
Depreciation on Fixed Assets			6,02,622.20	
Interest & Finance Charges	475.00		55,044.37	
Operating Expenses	1,58,736.00		1,74,832.75	
Salaries & Remuneration Paid	6,03,255.00		6,75,910.00	
Selling & Distribution Expenses	6,100.00		13,300.00	
Employer ESI Contributions	4,411.00		4,257.00	
Employer PF Contributions	21,989.49		22,607.00	
Bonus			50,000.00	
Business Promotion Expenses			25,500.00	
Legal Fees	16,500.00			
Miscellaneous Expenses	10,630.00		2,580.00	
Research & Development Expenses			10,000.00	
Nett Profit :		**16,66,069.42**		**45,72,922.50**

Figure 1.11 Comparative Profit and Loss Account

1.12 Trial Balance

Go to **Gateway of Tally > Display > Trial Balance >** Press **Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Trial Balance
1-Apr-2008 to 31-Mar-2009

Page 1

	Closing Balance	
	Debit	Credit
Capital Account		**55,00,000.00**
Balasubramanian's Share Capital A/c		*7,13,000.00*
Kavitha's Share Capital A/c		*2,76,500.00*
Mohan's Share Capital A/c		*15,00,000.00*
Priya Ganesh's Share Capital A/c		*5,65,500.00*
Sathish's Share Capital A/c		*14,00,000.00*
Suresh's Share Capital A/c		*4,75,500.00*
Vijayakumar's Share Capital A/c		*5,69,500.00*
Loans (Liability)		**4,63,216.03**
Unsecured Loans		4,43,316.03
HDFC Silver Credit Card		*19,900.00*
Current Liabilities	**1,35,769.86**	**55,75,610.37**
Duties & Taxes	1,20,769.86	1,85,976.40
Provisions		91,618.38
Sundry Creditors	15,000.00	50,91,720.00
ESI Payable		*210.00*
Interest on Car Loan A/c		*1,56,275.59*
Salary Payable		*49,810.00*
Fixed Assets	**40,65,111.88**	**6,02,622.20**
Accumulated Depreciation on Fixed Assets		6,02,622.20
Land & Building	14,00,000.00	
Plant & Machinery	15,25,000.00	
Airconditioner	*21,500.00*	
Computers & Peripherals	*90,460.00*	
Furniture & Fixtures	*1,22,420.00*	
Motor Car - Hyundai GLX	*9,05,731.88*	
Investments	**5,00,000.00**	
Investments	*5,00,000.00*	
Current Assets	**1,24,09,735.66**	**89,005.06**
Opening Stock		
Loans & Advances (Asset)	16,00,000.00	1,000.00
Sundry Debtors	65,20,422.18	4,085.50
Cash-in-hand	10,19,901.25	
Bank Accounts	30,19,412.23	83,919.56
Advance Tax	*2,50,000.00*	
Sales Accounts		**3,15,70,847.50**
Sales Bills to Make		3,75,000.00
CST Sales		60,30,125.00
Local Sales		2,46,85,830.00
Sales @ 20%		*2,88,000.00*
Sales - Advertising Services		*56,550.00*
Sales AMC for Computers		*65,000.00*
Sales - Exports		*70,342.50*
Carried Over	**1,71,10,617.40**	**4,38,01,301.16**

continued ...

Figure 1.12 Trial Balance Detailed

Universal Enterprises
Trial Balance : 1-Apr-2008 to 31-Mar-2009 Page 2

	Closing Balance	
	Debit	Credit
Brought Forward	**1,71,10,617.40**	**4,38,01,301.16**
Purchase Accounts	**2,41,98,697.50**	
Purchase @ 12.5%	*1,31,95,812.50*	
Purchase @ 20%	*2,00,000.00*	
Purchase @ 4%	*1,07,29,380.00*	
Purchase - Courier Charges	*18,170.00*	
Purchase - Interstate	*40,560.00*	
Purchase - Telephone Services	*14,775.00*	
Direct Expenses	**33,240.00**	
Assembling Charges	*18,240.00*	
Carriage Inwards	*15,000.00*	
Indirect Expenses	**24,62,249.81**	**3,500.00**
Depreciation on Fixed Assets	6,02,622.20	
Interest & Finance Charges	55,519.37	
Operating Expenses	3,33,568.75	
Salaries & Remuneration Paid	12,79,165.00	
Selling & Distribution Expenses	22,900.00	3,500.00
Employer ESI Contributions	8,668.00	
Employer PF Contributions	44,596.49	
Bonus	*50,000.00*	
Business Promotion Expenses	*25,500.00*	
Legal Fees	*16,500.00*	
Miscellaneous Expenses	*13,210.00*	
Research & Development Expenses	*10,000.00*	
Unadjusted Forex Gain/Loss		3.55
Grand Total	**4,38,04,804.71**	**4,38,04,804.71**

Figure 1.13 Trial Balance Detailed

1.13 Ratio Analysis

Go to **Gateway of Tally > Ratio Analysis**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Ratio Analysis
1-Apr-2008 to 31-Mar-2009

Principal Groups	1-Apr-2008 to 31-Mar-2009	Principal Ratios	1-Apr-2008 to 31-Mar-2009
Working Capital	82,39,721.82 Dr	**Current Ratio**	2.51 : 1
(Current Assets-Current Liabilities)		*(Current Assets : Current Liabilities)*	
Cash-in-hand	10,19,901.25 Dr	**Quick Ratio**	2.26 : 1
Bank Accounts	29,35,492.67 Dr	*(Current Assets-Stock-in-hand : Current Liabilities)*	
Bank OD A/c		**Debt/Equity Ratio**	0.04 : 1
		(Loans (Liability) : Capital Account + Nett Profit)	
Sundry Debtors	65,16,336.68 Dr		
(due till today)	**73,00,627.27 Dr**	**Gross Profit %**	27.55 %
Sundry Creditors	50,76,720.00 Cr	**Nett Profit %**	19.76 %
(due till today)	**48,62,156.00 Cr**	**Operating Cost %**	80.24 %
		(as percentage of Sales Accounts)	
Sales Accounts	3,15,70,847.50 Cr		
Purchase Accounts	2,41,98,697.50 Dr	**Recv. Turnover in days**	68.20 days
Stock-in-hand	13,58,831.73 Dr	*(payment performance of Debtors)*	
Nett Profit	62,38,991.92 Cr		
		Return on Investment %	53.15 %
Wkg. Capital Turnover	3.83	*(Nett Profit / Capital Account + Nett Profit)*	
(Sales Accounts / Working Capital)		**Return on Wkg. Capital %**	75.72 %
Inventory Turnover	23.23	*(Nett Profit / Working Capital) %*	
(Sales Accounts / Closing Stock)			

Figure 1.14 Ratio Analysis

1.14 Comparative Ratio Analysis

Go to **Gateway of Tally > Ratio Analysis** > press **Alt+N** (select '**Yearly**' Column Details)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Ratio Analysis
1-Apr-2008 to 31-Mar-2009

	1-Apr-2008 to 31-Mar-2009
Principal Groups :	
Working Capital *(Current Assets-Current Liabilities)*	82,39,721.82 Dr
Cash-in-hand	10,19,901.25 Dr
Bank Accounts	29,35,492.67 Dr
Bank OD A/c	
Sundry Debtors	65,16,336.68 Dr
(due till today)	**73,00,627.27 Dr**
Sundry Creditors	50,76,720.00 Cr
(due till today)	**48,62,156.00 Cr**
Sales Accounts	3,15,70,847.50 Cr
Purchase Accounts	2,41,98,697.50 Dr
Stock-in-hand	13,58,831.73 Dr
Nett Profit	62,38,991.92 Cr
Wkg. Capital Turnover *(Sales Accounts / Working Capital)*	3.83
Inventory Turnover *(Sales Accounts / Closing Stock)*	23.23
Principal Ratios :	
Current Ratio *(Current Assets : Current Liabilities)*	2.51 : 1
Quick Ratio *(Current Assets-Stock-in-hand : Current Liabilities)*	2.26 : 1
Debt/Equity Ratio *(Loans (Liability) : Capital Account + Nett Profit)*	0.04 : 1
Gross Profit %	27.55 %
Nett Profit %	19.76 %
Operating Cost % *(as percentage of Sales Accounts)*	80.24 %
Recv. Turnover in days *(payment performance of Debtors)*	68.20 days
Return on Investment % *(Nett Profit / Capital Account + Nett Profit)*	53.15 %
Return on Wkg. Capital % *(Nett Profit / Working Capital) %*	75.72 %

Figure 1.15 Comparative Ratio Analysis

1.15 Cash Flow Summary

Go to **Gateway of Tally > Display > Cash/Funds Flow > Cash Flow** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cash Flow Summary
1-Apr-2008 to 31-Mar-2009

Inflow	1-Apr-2008 to 31-Mar-2009		Outflow	1-Apr-2008 to 31-Mar-2009	
Capital Account		**55,00,000.00**	**Loans (Liability)**		**3,46,603.97**
Balasubramanian's Share Capital A/c	7,13,000.00		Unsecured Loans	3,35,833.97	
Kavitha's Share Capital A/c	2,76,500.00		HDFC Silver Credit Card	10,770.00	
Mohan's Share Capital A/c	15,00,000.00				
Priya Ganesh's Share Capital A/c	5,65,500.00		**Current Liabilities**		**2,73,47,752.19**
Sathish's Share Capital A/c	14,00,000.00		Duties & Taxes	6,59,585.58	
Suresh's Share Capital A/c	4,75,500.00		Provisions	2,36,114.56	
Vijayakumar's Share Capital A/c	5,69,500.00		Sundry Creditors	2,51,38,836.27	
			EDLI Admin Charges @ 0.01%	33.92	
Loans (Liability)		**2,51,500.00**	EDLI Contribution @ 0.5%	122.00	
Unsecured Loans	2,51,500.00		Employee's ESI Contribution @ 1.75%	3,119.00	
			Employee's PF Contribution @ 12%	40,709.00	
Current Liabilities		**2,54,458.91**	ESI Payable	8,458.00	
Duties & Taxes	4,458.91		Interest on Car Loan A/c	21,806.29	
Sundry Creditors	2,50,000.00		PF Admin Charges @ 1.10%	3,731.57	
			PF Payable	40,709.00	
Current Assets		**2,83,30,138.54**	Professional Tax	8,310.00	
Sundry Debtors	2,83,30,138.54		Salary Payable	11,86,217.00	
Sales Accounts		**41,521.00**	**Fixed Assets**		**21,500.00**
Local Sales	41,521.00		Airconditioner	21,500.00	
Indirect Expenses		**610.00**	**Investments**		**5,00,000.00**
Operating Expenses	610.00		Investments	5,00,000.00	
			Current Assets		**18,84,960.00**
			Loans & Advances (Asset)	16,10,000.00	
			Sundry Debtors	24,960.00	
			Advance Tax	2,50,000.00	
			Purchase Accounts		**12,800.00**
			Purchase @ 4%	12,800.00	
			Direct Expenses		**18,240.00**
			Assembling Charges	18,240.00	
			Indirect Expenses		**2,90,978.37**
			Interest & Finance Charges	54,235.62	
			Operating Expenses	1,49,112.75	
			Salaries & Remuneration Paid	30,000.00	
			Business Promotion Expenses	25,500.00	
			Legal Fees	16,500.00	
			Miscellaneous Expenses	5,630.00	
			Research & Development Expenses	10,000.00	
Total		**3,43,78,228.45**	**Total**		**3,04,22,834.53**

Figure 1.16 Cash Flow Summary

1.16 Funds Flow Summary

Go to **Gateway of Tally > Display > Cash/Funds Flow > Funds Flow** (Select the required month or press **F2** and specify the required period).

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Funds Flow Summary
1-Apr-2008 to 31-Mar-2009

Sources	1-Apr-2008 to 31-Mar-2009		Applications	1-Apr-2008 to 31-Mar-2009	
Capital Account		**55,00,000.00**	**Fixed Assets**		**34,62,489.68**
Balasubramanian's Share Capital A/c	*7,13,000.00*		Accumulated Depreciation on Fixed Assets	*(-)6,02,622.20*	
Kavitha's Share Capital A/c	*2,76,500.00*		Land & Building	*14,00,000.00*	
Mohan's Share Capital A/c	*15,00,000.00*		Plant & Machinery	*15,25,000.00*	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		*Airconditioner*	*21,500.00*	
Sathish's Share Capital A/c	*14,00,000.00*		*Computers & Peripherals*	*90,460.00*	
Suresh's Share Capital A/c	*4,75,500.00*		*Furniture & Fixtures*	*1,22,420.00*	
Vijayakumar's Share Capital A/c	*5,69,500.00*		*Motor Car - Hyundai GLX*	*9,05,731.88*	
Loans (Liability)		**4,63,216.03**	**Investments**		**5,00,000.00**
Unsecured Loans	*4,43,316.03*		*Investments*	*5,00,000.00*	
HDFC Silver Credit Card	*19,900.00*				
Nett Profit		**62,38,991.92**			
Unadjusted Forex Gain/Loss		**3.55**			
Total		**1,22,02,211.50**	**Total**		**39,62,489.68**

Particulars	*Opening Balance*	*Closing Balance*	*Wkg Cap Increase*
Current Assets		1,36,79,562.33 Dr	**1,36,79,562.33**
Current Liabilities		54,39,840.51 Cr	**(-)54,39,840.51**
Working Capital		**82,39,721.82 Dr**	***82,39,721.82***

Figure 1.17 Funds Flow Summary

1.17 Budgets

Go to **Gateway of Tally > Display > Trial Balance** > press **Alt+B** and select '**Expenditure Budget**' and Press **Enter** (also create one more column for variance)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Trial Balance
1-Apr-2008 to 31-Mar-2009

Page 1 (A)

	Actuals	
	Closing Balance	
	Debit	Credit
Capital Account		**55,00,000.00**
Loans (Liability)		**4,63,216.03**
Current Liabilities	**1,35,769.86**	**55,75,610.37**
Fixed Assets	**40,65,111.88**	**6,02,622.20**
Investments	**5,00,000.00**	
Current Assets	**1,24,09,735.66**	**89,005.06**
Sales Accounts		**3,15,70,847.50**
Purchase Accounts	**2,41,98,697.50**	
Direct Expenses	**33,240.00**	
Indirect Expenses	**24,62,249.81**	**3,500.00**
Profit & Loss A/c		
Unadjusted Forex Gain/Loss		3.55
Grand Total	**4,38,04,804.71**	**4,38,04,804.71**

Figure 1.18 Budgets

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Trial Balance
1-Apr-2008 to 31-Mar-2009

Page 1 (B)

	Expenditure Budget Variance	
	Closing Balance	
	Debit	Credit
Capital Account		
Loans (Liability)		
Current Liabilities		
Fixed Assets		
Investments		
Current Assets		
Sales Accounts		***3,15,60,847.50*** 31568.47%
Purchase Accounts		
Direct Expenses	***760.00*** 2.235%	
Indirect Expenses	***(-)22,12,249.81*** (-)884.89%	
Profit & Loss A/c		*(-)2,74,000.00 (-)100%*
Unadjusted Forex Gain/Loss		
Grand Total	**(-)22,11,489.81**	**3,12,86,847.50**

Figure 1.19 Budgets

1.18 Cost Category Summary

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres > Category Summary**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cost Category Summary
1-Apr-2008 to 31-Mar-2009

Page 1

	Transactions		Closing
	Debit	Credit	Balance
Branch Office	*331.90*		**331.90 Dr**
Salaries	331.90		*331.90 Dr*
Primary Cost Category	*26,49,951.49*	*13,52,429.49*	**12,97,522.00 Dr**
Accounts	2,27,804.75	1,20,126.25	1,07,678.50 Dr
Administration	5,04,694.63	2,58,633.73	2,46,060.90 Dr
Sales	19,17,452.11	9,73,669.51	9,43,782.60 Dr

Figure 1.20 Cost Category Summary

1.19 Cost Centre BreakUp

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres > Cost Centre Break-up** (select the required Cost Centre and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Breakup of Cost Centre
1-Apr-2008 to 31-Mar-2009

Page 1

	Cost Centre: Sales		
	Transactions		Closing
	Debit	Credit	Balance
Current Liabilities	*3,34,28,174.07*	*3,88,68,014.58*	**54,39,840.51 Cr**
EDLI Admin Charges @ 0.01%	33.92	33.92	
EDLI Contribution @ 0.5%	122.00	122.00	
Employee's ESI Contribution @ 1.75%	3,119.00	3,119.00	
Employee's PF Contribution @ 12%	40,709.00	40,709.00	
ESI Payable	8,458.00	8,668.00	*210.00 Cr*
PF Admin Charges @ 1.10%	3,731.57	3,731.57	
PF Payable	40,709.00	40,709.00	
Professional Tax	8,310.00	8,310.00	
Salary Payable	11,86,217.00	12,36,027.00	*49,810.00 Cr*
Indirect Expenses	*25,27,859.81*	*69,110.00*	**24,58,749.81 Dr**
Salaries & Remuneration Paid	12,79,165.00		12,79,165.00 Dr
Employer ESI Contributions	8,668.00		8,668.00 Dr
Employer PF Contributions	44,596.49		44,596.49 Dr
Grand Total	***3,59,56,033.88***	***3,89,37,124.58***	**29,81,090.70 Cr**

Figure 1.21 Cost Centre Breakup

1.20 Ledger Cost BreakUp

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres > Ledger Break-up** (select the required Ledger and Press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cost Breakup of Ledger
1-Apr-2008 to 31-Mar-2009

Page 1

	Ledger: Basic Pay		
	Transactions		Closing
	Debit	Credit	Balance
Primary Cost Category	*8,25,192.00*		**8,25,192.00 Dr**
Accounts	54,617.00		54,617.00 Dr
Administration	1,46,538.00		1,46,538.00 Dr
Sales	6,24,037.00		6,24,037.00 Dr

Figure 1.22 Ledger Cost Breakup

1.21 Group Cost BreakUp

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres >Group Break-up** (select the required Group and Press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cost Breakup of Group
1-Apr-2008 to 31-Mar-2009

Page 1

	Group: Indirect Expenses		
	Transactions		Closing
	Debit	Credit	Balance
Branch Office	*331.90*		**331.90 Dr**
Salaries	331.90		*331.90 Dr*
Primary Cost Category	*13,48,542.00*		**13,48,542.00 Dr**
Accounts	1,19,496.00		1,19,496.00 Dr
Administration	2,57,337.00		2,57,337.00 Dr
Sales	9,71,709.00		9,71,709.00 Dr

Figure 1.23 Group Cost Breakup

1.22 Stock Valuation Methods

Go to **Gateway of Tally > Balance Sheet** > press **Alt+N** and select **Stock Valuation Methods** and press **Enter**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1 (A)

	Stocks Valued at: Default as at 31-Mar-2009		Stocks Valued at: FIFO as at 31-Mar-2009	
Sources of Funds :				
Capital Account		**55,00,000.00**		**55,00,000.00**
Balasubramanian's Share Capital A/c	7,13,000.00		7,13,000.00	
Kavitha's Share Capital A/c	2,76,500.00		2,76,500.00	
Mohan's Share Capital A/c	15,00,000.00		15,00,000.00	
Priya Ganesh's Share Capital A/c	5,65,500.00		5,65,500.00	
Sathish's Share Capital A/c	14,00,000.00		14,00,000.00	
Suresh's Share Capital A/c	4,75,500.00		4,75,500.00	
Vijayakumar's Share Capital A/c	5,69,500.00		5,69,500.00	
Loans (Liability)		**4,63,216.03**		**4,63,216.03**
Unsecured Loans	4,43,316.03		4,43,316.03	
HDFC Silver Credit Card	19,900.00		19,900.00	
Current Liabilities		**54,39,840.51**		**54,39,840.51**
Duties & Taxes	65,206.54		65,206.54	
Provisions	91,618.38		91,618.38	
Sundry Creditors	50,76,720.00		50,76,720.00	
ESI Payable	210.00		210.00	
Interest on Car Loan A/c	1,56,275.59		1,56,275.59	
Salary Payable	49,810.00		49,810.00	
Profit & Loss A/c		**62,38,991.92**		**61,67,726.44**
Opening Balance				
Current Period	62,38,991.92		61,67,726.44	
Unadjusted Forex Gain/Loss		**3.55**		**3.55**
Total		**1,76,42,052.01**		**1,75,70,786.53**
Application of Funds :				
Fixed Assets		**34,62,489.68**		**34,62,489.68**
Accumulated Depreciation on Fixed Assets	(-)6,02,622.20		(-)6,02,622.20	
Land & Building	14,00,000.00		14,00,000.00	
Plant & Machinery	15,25,000.00		15,25,000.00	
Airconditioner	21,500.00		21,500.00	
Computers & Peripherals	90,460.00		90,460.00	
Furniture & Fixtures	1,22,420.00		1,22,420.00	
Motor Car - Hyundai GLX	9,05,731.88		9,05,731.88	
Investments		**5,00,000.00**		**5,00,000.00**
Investments	5,00,000.00		5,00,000.00	
Current Assets		**1,36,79,562.33**		**1,36,08,296.85**
Closing Stock	13,58,831.73		12,87,566.25	
Loans & Advances (Asset)	15,99,000.00		15,99,000.00	
Sundry Debtors	65,16,336.68		65,16,336.68	
Cash-in-hand	10,19,901.25		10,19,901.25	
Bank Accounts	29,35,492.67		29,35,492.67	
Advance Tax	2,50,000.00		2,50,000.00	

continued ...

Figure 1.24 Stock Valuation Methods

Universal Enterprises
Balance Sheet : 1-Apr-2008 to 31-Mar-2009 Page 2 (A)

	Stocks Valued at: Default	Stocks Valued at: FIFO
	as at 31-Mar-2009	*as at 31-Mar-2009*
Total	1,76,42,052.01	1,75,70,786.53

Figure 1.25 Stock Valuation Methods

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1 (B)

	Stocks Valued at: LIFO Perpetual as at 31-Mar-2009		Stocks Valued at: LIFO Annual *as at 31-Mar-2009*	
Sources of Funds :				
Capital Account		**55,00,000.00**		***55,00,000.00***
Balasubramanian's Share Capital A/c	*7,13,000.00*		7,13,000.00	
Kavitha's Share Capital A/c	*2,76,500.00*		2,76,500.00	
Mohan's Share Capital A/c	*15,00,000.00*		15,00,000.00	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		5,65,500.00	
Sathish's Share Capital A/c	*14,00,000.00*		14,00,000.00	
Suresh's Share Capital A/c	*4,75,500.00*		4,75,500.00	
Vijayakumar's Share Capital A/c	*5,69,500.00*		5,69,500.00	
Loans (Liability)		**4,63,216.03**		***4,63,216.03***
Unsecured Loans	*4,43,316.03*		4,43,316.03	
HDFC Silver Credit Card	*19,900.00*		19,900.00	
Current Liabilities		**54,39,840.51**		***54,39,840.51***
Duties & Taxes	*65,206.54*		65,206.54	
Provisions	*91,618.38*		91,618.38	
Sundry Creditors	*50,76,720.00*		50,76,720.00	
ESI Payable	*210.00*		210.00	
Interest on Car Loan A/c	*1,56,275.59*		1,56,275.59	
Salary Payable	*49,810.00*		49,810.00	
Profit & Loss A/c		**63,61,966.44**		***63,61,966.44***
Opening Balance				
Current Period	*63,61,966.44*		63,61,966.44	
Unadjusted Forex Gain/Loss		**3.55**		***3.55***
Total		**1,77,65,026.53**		***1,77,65,026.53***
Application of Funds :				
Fixed Assets		**34,62,489.68**		***34,62,489.68***
Accumulated Depreciation on Fixed Assets	*(-)6,02,622.20*		(-)6,02,622.20	
Land & Building	*14,00,000.00*		14,00,000.00	
Plant & Machinery	*15,25,000.00*		15,25,000.00	
Airconditioner	*21,500.00*		21,500.00	
Computers & Peripherals	*90,460.00*		90,460.00	
Furniture & Fixtures	*1,22,420.00*		1,22,420.00	
Motor Car - Hyundai GLX	*9,05,731.88*		9,05,731.88	
Investments		**5,00,000.00**		***5,00,000.00***
Investments	*5,00,000.00*		5,00,000.00	
Current Assets		**1,38,02,536.85**		***1,38,02,536.85***
Closing Stock	*14,81,806.25*		14,81,806.25	
Loans & Advances (Asset)	*15,99,000.00*		15,99,000.00	
Sundry Debtors	*65,16,336.68*		65,16,336.68	
Cash-in-hand	*10,19,901.25*		10,19,901.25	
Bank Accounts	*29,35,492.67*		29,35,492.67	
Advance Tax	*2,50,000.00*		2,50,000.00	

continued ...

Figure 1.26 Stock Valuation Methods

Universal Enterprises
Balance Sheet : 1-Apr-2008 to 31-Mar-2009 Page 2 (B)

	Stocks Valued at: LIFO Perpetual as at 31-Mar-2009	Stocks Valued at: LIFO Annual *as at 31-Mar-2009*
Total	**1,77,65,026.53**	**1,77,65,026.53**

Figure 1.27 Stock Valuation Methods

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1 (C)

	Stocks Valued at: Std. Cost as at 31-Mar-2009		Stocks Valued at: Avg. Cost as at 31-Mar-2009	
Sources of Funds :				
Capital Account		**55,00,000.00**		**55,00,000.00**
Balasubramanian's Share Capital A/c	7,13,000.00		7,13,000.00	
Kavitha's Share Capital A/c	2,76,500.00		2,76,500.00	
Mohan's Share Capital A/c	15,00,000.00		15,00,000.00	
Priya Ganesh's Share Capital A/c	5,65,500.00		5,65,500.00	
Sathish's Share Capital A/c	14,00,000.00		14,00,000.00	
Suresh's Share Capital A/c	4,75,500.00		4,75,500.00	
Vijayakumar's Share Capital A/c	5,69,500.00		5,69,500.00	
Loans (Liability)		**4,63,216.03**		**4,63,216.03**
Unsecured Loans	4,43,316.03		4,43,316.03	
HDFC Silver Credit Card	19,900.00		19,900.00	
Current Liabilities		**54,39,840.51**		**54,39,840.51**
Duties & Taxes	65,206.54		65,206.54	
Provisions	91,618.38		91,618.38	
Sundry Creditors	50,76,720.00		50,76,720.00	
ESI Payable	210.00		210.00	
Interest on Car Loan A/c	1,56,275.59		1,56,275.59	
Salary Payable	49,810.00		49,810.00	
Profit & Loss A/c		**62,14,390.19**		**62,38,991.92**
Opening Balance				
Current Period	62,14,390.19		62,38,991.92	
Unadjusted Forex Gain/Loss		**3.55**		**3.55**
Total		**1,76,17,450.28**		**1,76,42,052.01**
Application of Funds :				
Fixed Assets		**34,62,489.68**		**34,62,489.68**
Accumulated Depreciation on Fixed Assets	(-)6,02,622.20		(-)6,02,622.20	
Land & Building	14,00,000.00		14,00,000.00	
Plant & Machinery	15,25,000.00		15,25,000.00	
Airconditioner	21,500.00		21,500.00	
Computers & Peripherals	90,460.00		90,460.00	
Furniture & Fixtures	1,22,420.00		1,22,420.00	
Motor Car - Hyundai GLX	9,05,731.88		9,05,731.88	
Investments		**5,00,000.00**		**5,00,000.00**
Investments	5,00,000.00		5,00,000.00	
Current Assets		**1,36,54,960.60**		**1,36,79,562.33**
Closing Stock	13,34,230.00		13,58,831.73	
Loans & Advances (Asset)	15,99,000.00		15,99,000.00	
Sundry Debtors	65,16,336.68		65,16,336.68	
Cash-in-hand	10,19,901.25		10,19,901.25	
Bank Accounts	29,35,492.67		29,35,492.67	
Advance Tax	2,50,000.00		2,50,000.00	

continued ...

Figure 1.28 Stock Valuation Methods

Universal Enterprises
Balance Sheet : 1-Apr-2008 to 31-Mar-2009 Page 2 (C)

	Stocks Valued at: Std. Cost as at 31-Mar-2009	Stocks Valued at: Avg. Cost *as at 31-Mar-2009*
Total	**1,76,17,450.28**	**1,76,42,052.01**

Figure 1.29 Stock Valuation Methods

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1 (D)

	Stocks Valued at: Last Purchase Cost as at 31-Mar-2009		Stocks Valued at: Std. Price as at 31-Mar-2009	
Sources of Funds :				
Capital Account		**55,00,000.00**		***55,00,000.00***
Balasubramanian's Share Capital A/c	*7,13,000.00*		7,13,000.00	
Kavitha's Share Capital A/c	*2,76,500.00*		2,76,500.00	
Mohan's Share Capital A/c	*15,00,000.00*		15,00,000.00	
Priya Ganesh's Share Capital A/c	*5,65,500.00*		5,65,500.00	
Sathish's Share Capital A/c	*14,00,000.00*		14,00,000.00	
Suresh's Share Capital A/c	*4,75,500.00*		4,75,500.00	
Vijayakumar's Share Capital A/c	*5,69,500.00*		5,69,500.00	
Loans (Liability)		**4,63,216.03**		***4,63,216.03***
Unsecured Loans	*4,43,316.03*		4,43,316.03	
HDFC Silver Credit Card	*19,900.00*		19,900.00	
Current Liabilities		**54,39,840.51**		***54,39,840.51***
Duties & Taxes	*65,206.54*		65,206.54	
Provisions	*91,618.38*		91,618.38	
Sundry Creditors	*50,76,720.00*		50,76,720.00	
ESI Payable	*210.00*		210.00	
Interest on Car Loan A/c	*1,56,275.59*		1,56,275.59	
Salary Payable	*49,810.00*		49,810.00	
Profit & Loss A/c		**62,14,390.19**		***70,86,466.19***
Opening Balance				
Current Period	*62,14,390.19*		70,86,466.19	
Unadjusted Forex Gain/Loss		**3.55**		***3.55***
Total		**1,76,17,450.28**		***1,84,89,526.28***
Application of Funds :				
Fixed Assets		**34,62,489.68**		***34,62,489.68***
Accumulated Depreciation on Fixed Assets	*(-)6,02,622.20*		(-)6,02,622.20	
Land & Building	*14,00,000.00*		14,00,000.00	
Plant & Machinery	*15,25,000.00*		15,25,000.00	
Airconditioner	*21,500.00*		21,500.00	
Computers & Peripherals	*90,460.00*		90,460.00	
Furniture & Fixtures	*1,22,420.00*		1,22,420.00	
Motor Car - Hyundai GLX	*9,05,731.88*		9,05,731.88	
Investments		**5,00,000.00**		***5,00,000.00***
Investments	*5,00,000.00*		5,00,000.00	
Current Assets		**1,36,54,960.60**		***1,45,27,036.60***
Closing Stock	*13,34,230.00*		22,06,306.00	
Loans & Advances (Asset)	*15,99,000.00*		15,99,000.00	
Sundry Debtors	*65,16,336.68*		65,16,336.68	
Cash-in-hand	*10,19,901.25*		10,19,901.25	
Bank Accounts	*29,35,492.67*		29,35,492.67	
Advance Tax	*2,50,000.00*		2,50,000.00	

continued ...

Figure 1.30 Stock Valuation Methods

Universal Enterprises
Balance Sheet : 1-Apr-2008 to 31-Mar-2009 Page 2 (D)

	Stocks Valued at: Last Purchase Cost as at 31-Mar-2009	Stocks Valued at: Std. Price *as at 31-Mar-2009*
Total	**1,76,17,450.28**	**1,84,89,526.28**

Figure 1.31 Stock Valuation Methods

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1 (E)

	Stocks Valued at: Avg. Price as at 31-Mar-2009		Stocks Valued at: Monthly Avg. Cost as at 31-Mar-2009	
Sources of Funds :				
Capital Account		**55,00,000.00**		**55,00,000.00**
Balasubramanian's Share Capital A/c	7,13,000.00		7,13,000.00	
Kavitha's Share Capital A/c	2,76,500.00		2,76,500.00	
Mohan's Share Capital A/c	15,00,000.00		15,00,000.00	
Priya Ganesh's Share Capital A/c	5,65,500.00		5,65,500.00	
Sathish's Share Capital A/c	14,00,000.00		14,00,000.00	
Suresh's Share Capital A/c	4,75,500.00		4,75,500.00	
Vijayakumar's Share Capital A/c	5,69,500.00		5,69,500.00	
Loans (Liability)		**4,63,216.03**		**4,63,216.03**
Unsecured Loans	4,43,316.03		4,43,316.03	
HDFC Silver Credit Card	19,900.00		19,900.00	
Current Liabilities		**54,39,840.51**		**54,39,840.51**
Duties & Taxes	65,206.54		65,206.54	
Provisions	91,618.38		91,618.38	
Sundry Creditors	50,76,720.00		50,76,720.00	
ESI Payable	210.00		210.00	
Interest on Car Loan A/c	1,56,275.59		1,56,275.59	
Salary Payable	49,810.00		49,810.00	
Profit & Loss A/c		**68,89,606.71**		**62,22,712.26**
Opening Balance				
Current Period	68,89,606.71		62,22,712.26	
Unadjusted Forex Gain/Loss		**3.55**		**3.55**
Total		**1,82,92,666.80**		**1,76,25,772.35**
Application of Funds :				
Fixed Assets		**34,62,489.68**		**34,62,489.68**
Accumulated Depreciation on Fixed Assets	(-)6,02,622.20		(-)6,02,622.20	
Land & Building	14,00,000.00		14,00,000.00	
Plant & Machinery	15,25,000.00		15,25,000.00	
Airconditioner	21,500.00		21,500.00	
Computers & Peripherals	90,460.00		90,460.00	
Furniture & Fixtures	1,22,420.00		1,22,420.00	
Motor Car - Hyundai GLX	9,05,731.88		9,05,731.88	
Investments		**5,00,000.00**		**5,00,000.00**
Investments	5,00,000.00		5,00,000.00	
Current Assets		**1,43,30,177.12**		**1,36,63,282.67**
Closing Stock	20,09,446.52		13,42,552.07	
Loans & Advances (Asset)	15,99,000.00		15,99,000.00	
Sundry Debtors	65,16,336.68		65,16,336.68	
Cash-in-hand	10,19,901.25		10,19,901.25	
Bank Accounts	29,35,492.67		29,35,492.67	
Advance Tax	2,50,000.00		2,50,000.00	

continued ...

Figure 1.32 Stock Valuation Methods

Universal Enterprises
Balance Sheet : 1-Apr-2008 to 31-Mar-2009 Page 2 (E)

	Stocks Valued at: Avg. Price as at 31-Mar-2009	Stocks Valued at: Monthly Avg. Cost *as at 31-Mar-2009*
Total	**1,82,92,666.80**	**1,76,25,772.35**

Figure 1.33 Stock Valuation Methods

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1 (F)

	Stocks Valued at: Last Sale Price as at 31-Mar-2009	
Sources of Funds :		
Capital Account		**55,00,000.00**
Balasubramanian's Share Capital A/c	*7,13,000.00*	
Kavitha's Share Capital A/c	*2,76,500.00*	
Mohan's Share Capital A/c	*15,00,000.00*	
Priya Ganesh's Share Capital A/c	*5,65,500.00*	
Sathish's Share Capital A/c	*14,00,000.00*	
Suresh's Share Capital A/c	*4,75,500.00*	
Vijayakumar's Share Capital A/c	*5,69,500.00*	
Loans (Liability)		**4,63,216.03**
Unsecured Loans	*4,43,316.03*	
HDFC Silver Credit Card	*19,900.00*	
Current Liabilities		**54,39,840.51**
Duties & Taxes	*65,206.54*	
Provisions	*91,618.38*	
Sundry Creditors	*50,76,720.00*	
ESI Payable	*210.00*	
Interest on Car Loan A/c	*1,56,275.59*	
Salary Payable	*49,810.00*	
Profit & Loss A/c		**70,87,306.19**
Opening Balance		
Current Period	*70,87,306.19*	
Unadjusted Forex Gain/Loss		**3.55**
Total		**1,84,90,366.28**
Application of Funds :		
Fixed Assets		**34,62,489.68**
Accumulated Depreciation on Fixed Assets	*(-)6,02,622.20*	
Land & Building	*14,00,000.00*	
Plant & Machinery	*15,25,000.00*	
Airconditioner	*21,500.00*	
Computers & Peripherals	*90,460.00*	
Furniture & Fixtures	*1,22,420.00*	
Motor Car - Hyundai GLX	*9,05,731.88*	
Investments		**5,00,000.00**
Investments	*5,00,000.00*	
Current Assets		**1,45,27,876.60**
Closing Stock	*22,07,146.00*	
Loans & Advances (Asset)	*15,99,000.00*	
Sundry Debtors	*65,16,336.68*	
Cash-in-hand	*10,19,901.25*	
Bank Accounts	*29,35,492.67*	
Advance Tax	*2,50,000.00*	

continued ...

Figure 1.34 Stock Valuation Methods

Universal Enterprises
Balance Sheet : 1-Apr-2008 to 31-Mar-2009 Page 2 (F)

	Stocks Valued at: Last Sale Price as at 31-Mar-2009
Total	**1,84,90,366.28**

Figure 1.35 Stock Valuation Methods

1.23 Daybook

Go to **Gateway of Tally > Display > Day Book**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Day Book
For 31-Mar-2009

Date	Particulars	Vch Type	Vch No.	Debit Amount / Inwards Qty	Credit Amount / Outwards Qty
31-3-2009	**MNO Ltd**	**Payment**	364	**30,000.00**	
	Canara Bank				**30,000.00**
31-3-2009	**DEF Ltd**	**Payment**	365	**21,000.00**	
	Cash				**21,000.00**
31-3-2009	**New Era Computers**	**Payment**	366	**45,000.00**	
	Canara Bank				**45,000.00**
31-3-2009	**Ashok Financiers**	**Payment**	367	**1,00,000.00**	
	Canara Bank				**1,00,000.00**
31-3-2009	**Postage & Telegraph**	**Payment**	368	**680.00**	
	Cash				**680.00**
31-3-2009	**Interest on Bank Overdraft**	**Payment**	369	**52,341.62**	
	HDFC Bank				**52,341.62**
31-3-2009	**Assembling Charges**	**Payment**	370	**1,520.00**	
	HDFC Bank				**1,520.00**
31-3-2009	**Bank Charges**	**Payment**	371	**530.00**	
	HDFC Bank				**530.00**
31-3-2009	**Bank Charges**	**Payment**	372	**174.00**	
	Canara Bank				**174.00**
31-3-2009	**ESI Payable**	**Payment**	373	**780.00**	
	Employee's ESI Contribution @ 1.75%			**287.00**	
	HDFC Bank				**1,067.00**
31-3-2009	**PF Payable**	**Payment**	374	**3,438.00**	
	Employee's PF Contribution @ 12%			**3,438.00**	
	EDLI Contribution @ 0.5%			**10.00**	
	EDLI Admin Charges @ 0.01%			**2.87**	
	PF Admin Charges @ 1.10%			**315.19**	
	HDFC Bank				**7,204.06**
31-3-2009	**Salary Payable**	**Payment**	375	**1,03,355.00**	
	HDFC Bank				**1,03,355.00**
31-3-2009	**Professional Tax**	**Payment**	376	**760.00**	
	HDFC Bank				**760.00**
31-3-2009	**Professional Tax**	**Payment**	377	**190.00**	
	HDFC Bank				**190.00**
31-3-2009	**FBT Ledger**	**Payment**	378	**1,370.00**	
	Canara Bank				**1,370.00**
31-3-2009	**DEF Ltd**	**Receipt**	114		**5,500.00**
	Cash			**5,500.00**	
31-3-2009	**MNO Ltd**	**Receipt**	115		**45,000.00**
	Cash			**45,000.00**	
31-3-2009	**Ashok Financiers**	**Receipt**	116		**2,50,000.00**
	Canara Bank			**2,50,000.00**	
31-3-2009	**Modern Advertisers**	**Receipt**	117		**7,303.40**
	HDFC Bank			**7,303.40**	
31-3-2009	**Electricity Charges**	**Journal**	83	**2,415.00**	
	Provision for Outstanding Expenditure				**2,415.00**
31-3-2009	**Office Rent**	**Journal**	84	**2,500.00**	
	Provision for Outstanding Expenditure				**2,500.00**

continued ...

Figure 1.36 Daybook

Universal Enterprises
Day Book : For 31-Mar-2009

Date	Particulars		Vch Type	Vch No.	Debit Amount / Inwards Qty	Credit Amount / Outwards Qty
31-3-2009	Petrol Expenses		Journal	85	1,520.00	
	Bharat Petroleum					1,520.00
31-3-2009	Carriage Inwards		Journal	86	1,250.00	
	Pee Jee Transports					1,250.00
31-3-2009	Transportation & Packaging		Journal	87	5,000.00	
	Jet Roadways (P) Ltd.,					5,000.00
31-3-2009	Dep. on Building		Journal	88	1,40,000.00	
	Dep. on Airconditioner				4,300.00	
	Dep. on Computers & Pher.				36,184.00	
	Dep. on Furniture & Fixt.				12,242.00	
	Dep. on Plant & Machinery - I				1,50,000.00	
	Dep on Plant & Machinery - II				78,750.00	
	Dep. on Motor Car				1,81,146.20	
	Accum. Dep. on Building					1,40,000.00
	Accum. Dep. on Airconditioner					4,300.00
	Accum. Dep. on Computer & Per.					36,184.00
	Accum. Dep. on Furn. & Fixt.					12,242.00
	Accum. Dep. on P & M - I					1,50,000.00
	Accum. Dep. on P & M - II					78,750.00
	Accum. Dep. on Motor Car					1,81,146.20
31-3-2009	PF Admin Expense		Journal	89	328.06	
	PF Admin Charges @ 1.10%					315.19
	EDLI Contribution @ 0.5%					10.00
	EDLI Admin Charges @ 0.01%					2.87
31-3-2009	Output VAT @ 12.5%		Journal	90	1,83,813.13	
	Output VAT @ 4%				25,400.00	
	Input VAT @ 12.5%					1,15,313.00
	Input VAT @ 4%					29,268.00
	VAT Adjustment A/c					64,632.13
31-3-2009	VAT Adjustment A/c		Journal	91	64,632.13	
	VAT Payable					64,632.13
31-3-2009	Ajay - Present		Attendance	22		
	Ajay	Present	26			
	Mahesh	Present	25			
	Rahul	Present	26			
	Suresh	Present	24			
	Vijay Kumar	Present	22			
31-3-2009	Ajay - Overtime		Attendance	23		
	Ajay	Overtime	22- 0			
	Rahul	Overtime	22- 0			
31-3-2009	Basic Pay		Payroll	34	70,885.00	
	House Rent Allowance				26,355.00	
	Conveyance				5,200.00	
	Overtime Pay				4,400.00	
	Variable Pay				3,000.00	
	Employee's PF Contribution @ 12%					3,438.00
	Professional Tax					760.00
	Staff Salary Advance					2,000.00
	Employee's ESI Contribution @ 1.75%					287.00
	Salary Payable					1,03,355.00
31-3-2009	Employer EPS @ 8.33%		Payroll	35	2,386.00	
	Employer EPF @ 3.67%				1,052.00	
	PF Payable					3,438.00
31-3-2009	Employer ESI @ 4.75%		Payroll	36	780.00	
	ESI Payable					780.00
31-3-2009	Bonus		Payroll	37	50,000.00	
	Professional Tax					190.00
	Salary Payable					49,810.00

Figure 1.37 Daybook

1.24 Scenario- Projected Half yearly Gross Profit

Go to **Gateway of Tally > Profit & Loss A/c** > press **F2** and change date to **01.04.08 to 30.09.08** and press **Alt+C** and type date as **01.10.08 to 31.03.09** and select '**Gross Profit Scenario**' as '**Types of Value to Show**' and press **Enter**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Profit & Loss A/c

Particulars	Actuals 1-Apr-2008 to 30-Sep-2008		Gross Profit Scenario 1-Oct-2008 to 31-Mar-2009	
Trading Account :				
Sales Accounts		**1,28,33,600.00**		**1,87,37,247.50**
CST Sales	29,50,125.00		30,80,000.00	
Local Sales	98,29,675.00		1,48,56,155.00	
Sales @ 20%			2,88,000.00	
Sales - Advertising Services	23,800.00		32,750.00	
Sales AMC for Computers	30,000.00		35,000.00	
Sales - Exports			70,342.50	
Sales Bills to Make			**3,75,000.00**	
Cost of Sales :		**1,03,45,434.09**		**1,25,27,671.68**
Opening Stock			24,22,573.41	
Add: Purchase Accounts	1,27,51,387.50		1,14,47,310.00	
Less: Closing Stock	24,22,573.41		13,58,831.73	
	1,03,28,814.09		1,25,11,051.68	
Direct Expenses	16,620.00		16,620.00	
Assembling Charges	9,120.00		9,120.00	
Carriage Inwards	7,500.00		7,500.00	
Gross Profit :		**24,88,165.91**		**62,09,575.82**
Income Statement :				
Indirect Incomes				
		24,88,165.91		62,09,575.82
Indirect Expenses		**8,22,096.49**		**16,36,653.32**
Depreciation on Fixed Assets			6,02,622.20	
Interest & Finance Charges	475.00		55,044.37	
Operating Expenses	1,58,736.00		1,74,832.75	
Salaries & Remuneration Paid	6,03,255.00		6,75,910.00	
Selling & Distribution Expenses	6,100.00		13,300.00	
Employer ESI Contributions	4,411.00		4,257.00	
Employer PF Contributions	21,989.49		22,607.00	
Bonus			50,000.00	
Business Promotion Expenses			25,500.00	
Legal Fees	16,500.00			
Miscellaneous Expenses	10,630.00		2,580.00	
Research & Development Expenses			10,000.00	
Nett Profit :		**16,66,069.42**		**45,72,922.50**

Figure 1.38 Scenario- Projected Half yearly Gross Profit

2. Account Books and Registers

2.1 Ledger

Go to **Gateway of Tally > Display > Account Books > Ledger** (select the required ledger and press **Enter)**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Silverplus Computers
Ledger Account
1-Apr-2008 to 31-Mar-2009

Page 1

Date		Particulars		Vch Type	Vch No.	Debit	Credit
25-4-2008	To	**(as per details)**		**Sales**	11	4,61,100.00	
		Sales @ 4%	**4,40,000.00 Cr**				
		Output VAT @ 4%	**17,600.00 Cr**				
		Packing Charges	**3,500.00 Cr**				
10-6-2008	To	**(as per details)**		**Sales**	25	2,57,300.00	
		Sales @ 4%	**2,45,000.00 Cr**				
		Output VAT @ 4%	**9,800.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
10-7-2008	To	**(as per details)**		**Sales**	38	3,76,900.00	
		Sales @ 4%	**3,60,000.00 Cr**				
		Output VAT @ 4%	**14,400.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
31-7-2008	By	**HDFC Bank**		**Receipt**	37		10,00,000.00
10-8-2008	To	**(as per details)**		**Sales**	47	2,52,100.00	
		Interstate Sales @ 4%	**2,40,000.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
		CST Tax @ 4%	**9,600.00 Cr**				
10-9-2008	To	**(as per details)**		**Sales**	56	2,52,100.00	
		Sales @ 4%	**2,40,000.00 Cr**				
		Output VAT @ 4%	**9,600.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
10-10-2008	To	**(as per details)**		**Sales**	64	2,57,300.00	
		Sales @ 4%	**2,45,000.00 Cr**				
		Output VAT @ 4%	**9,800.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
30-10-2008	By	**HDFC Bank**		**Receipt**	65		6,00,000.00
26-11-2008	To	**(as per details)**		**Sales**	80	5,22,500.00	
		Sales @ 4%	**5,00,000.00 Cr**				
		Output VAT @ 4%	**20,000.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
10-12-2008	To	**(as per details)**		**Sales**	88	2,62,500.00	
		Sales @ 4%	**2,50,000.00 Cr**				
		Output VAT @ 4%	**10,000.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
31-12-2008	By	**HDFC Bank**		**Receipt**	89		2,00,000.00
25-2-2009	To	**(as per details)**		**Sales**	108	5,22,500.00	
		Sales @ 4%	**5,00,000.00 Cr**				
		Output VAT @ 4%	**20,000.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
28-2-2009	By	**HDFC Bank**		**Receipt**	108		6,00,000.00
25-3-2009	To	**(as per details)**		**Sales**	115	5,22,500.00	
		Sales @ 4%	**5,00,000.00 Cr**				
		Output VAT @ 4%	**20,000.00 Cr**				
		Transportation & Packaging	**2,500.00 Cr**				
						36,86,800.00	24,00,000.00
	By	**Closing Balance**					12,86,800.00
						36,86,800.00	**36,86,800.00**

Figure 2.1 Ledger

2.2 Cash Book

Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book(s) > Cash** (select the required month and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cash Book
1-Dec-2008 to 31-Dec-2008

Page 1

Date		Particulars		Vch Type	Vch No.	Debit	Credit
1-12-2008	To	**Opening Balance**				**8,93,695.00**	
1-12-2008	To	**Canara Bank**		**Contra**	22	25,000.00	
	To	**(as per details)**		**Sales**	83	1,602.00	
		Sales @ 4%	**1,540.00 Cr**				
		Output VAT @ 4%	**62.00 Cr**				
	To	**(as per details)**		**Sales**	84	1,544.00	
		Sales @ 4%	**1,485.00 Cr**				
		Output VAT @ 4%	**59.00 Cr**				
	To	**Manjunath Systems**		**Receipt**	79	28,080.00	
4-12-2008	By	**Staff Welfare Expenses**		**Payment**	249		369.00
10-12-2008	To	**(as per details)**		**Sales**	87	4,118.00	
		Sales @ 4%	**3,960.00 Cr**				
		Output VAT @ 4%	**158.00 Cr**				
12-12-2008	By	**Travelling & Conveyance**		**Payment**	256		1,500.00
15-12-2008	To	**Sales @ 4%**		**Sales**	90	7,373.00	
	To	**Sales @ 4%**		**Sales**	91	4,763.00	
	To	**DEF Ltd**		**Receipt**	81	12,000.00	
	To	**Narayan**		**Receipt**	82	45,000.00	
	To	**Prism Softlinks**		**Receipt**	83	25,000.00	
	By	**Repairs & Maintenance - Guest Accomd.**		**Payment**	257		300.00
16-12-2008	By	**HDFC Bank**		**Contra**	23		1,00,000.00
23-12-2008	By	**Business Promotion Expenses**		**Payment**	263		15,000.00
30-12-2008	To	**HDFC Bank**		**Contra**	24	70,000.00	
31-12-2008	To	**DEF Ltd**		**Receipt**	88	4,000.00	
	By	**Postage & Telegraph**		**Payment**	271		450.00
						11,22,175.00	1,17,619.00
	By	**Closing Balance**					10,04,556.00
						11,22,175.00	**11,22,175.00**

Figure 2.2 Cash Book

2.3 Bank Book

Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book(s) > Canara Bank** (select the required month and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Canara Bank Book
1-Apr-2008 to 30-Apr-2008

Page 1

Date		Particulars	Vch Type	Vch No.	Debit	Credit
3-4-2008	To	**Computer Junction** *Ch. No. :126789 dt 1.4.2008 on HDFC Bank*	**Receipt**	3	49,920.00	
5-4-2008	To	**InfoSoft Solutions** *Ch. No. :*	**Receipt**	4	32,937.60	
9-4-2008	To	**Arvind Kumar** *Ch. No. :234569 dt 9.4.2008 on HDFC Bank towards balance payment of Bill No.GE/12348 dt.9.4.2008 received*	**Receipt**	5	15,000.00	
12-4-2008	To	**Arvind Kumar** *Ch. No. :234567 dt 5.4.2008 on HDFC Bank towards Advance for one HCL PIV Computer*	**Receipt**	6	10,000.00	
18-4-2008	By	**New Era Computers** *Ch. No. :303301 cheque paid to New Era Computers against bill*	**Payment**	8		8,000.00
28-4-2008	To	**(as per details)** **Janata Timbers** 4,90,437.00 Cr **Hindustan Timbers** 3,11,572.13 Cr *Ch. No. :*	**Receipt**	8	8,02,009.13	
30-4-2008	To	**Global Traders** *DD. No. :134567 on SBI DD paid to Global Traders part payment against invoice*	**Receipt**	10	7,500.00	
	By	**Chandra Timbers** *Ch. No. :*	**Payment**	19		5,00,000.00
					9,17,366.73	5,08,000.00
	By	**Closing Balance**				4,09,366.73
					9,17,366.73	**9,17,366.73**

Figure 2.3 Bank Book

2.4 Multi- Column Cash Book

Go to **Gateway of Tally > Multi-Account Printing > Account Books > Multi-Column Cash/ Bank** (Type the required period and press Enter)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Multi Column Cash/Bank Book
1-May-2008 to 31-May-2008

Page 1

Date	Particulars	Voucher Type	Number	Cash Dr	HDFC Bank Dr	Canara Bank Dr	Date	Particulars	Voucher Type	Number	Cash Cr	HDFC Bank Cr	Canara Bank Cr
1-May-2008	To Opening Balance			1,51,406.00	48,51,466.60	4,09,366.73							
1-May-2008	To Canara Bank	Rcpt	12			1,00,000.00	1-May-2008	By NextGen Systems	Pymt	21			38,000.00
							1-May-2008	By The League Club	Pymt	22	5,000.00		
							2-May-2008	By Office Rent	Pymt	23			2,500.00
3-May-2008	To Canara Bank	Ctra	3			2,00,000.00	3-May-2008	By Canara Bank	Ctra	3		2,00,000.00	
3-May-2008	To Canara Bank	Rcpt	13			900.00	3-May-2008	By New Era Computers	Pymt	24			4,680.00
							4-May-2008	By Output ST - ABC Computers	Pymt	25			2,607.12
5-May-2008	To Canara Bank	Rcpt	14			1,800.00	5-May-2008	By Output ST - Abc. Services	Pymt	26			612.00
							5-May-2008	By Computer Junction	Pymt	27			24,960.00
							5-May-2008	By Staff Welfare Expenses	Pymt	28	330.00		
							5-May-2008	By Yuvaraja Trading Corporation	Pymt	29			2,05,785.00
							5-May-2008	By Adview Consultants	Pymt	30			10,000.00
							7-May-2008	By TCS @ 2.5% - TUFL	Pymt	31			17,897.00
							8-May-2008	By Jet Roadways (P) Ltd.,	Pymt	32		8,000.00	
							10-May-2008	By Bharat Petroleum	Pymt	33			2,640.00
							10-May-2008	By Travelling & Conveyance	Pymt	34	1,560.00		
15-May-2008	To HDFC Bank	Rcpt	15	20,000.00	1,00,000.00		15-May-2008	By Pee Jee Transports	Pymt	35			1,250.00
16-May-2008	To Canara Bank	Rcpt	16			60,000.00	16-May-2008	By Simco Machinery Co.,	Pymt	36		5,00,000.00	
							16-May-2008	By Simco Machinery Co.,	Pymt	37		2,40,000.00	
17-May-2008	To Canara Bank	Ctra	4			3,00,000.00	17-May-2008	By Canara Bank	Ctra	4		3,00,000.00	
							18-May-2008	By Legal Fees	Pymt	38	1,500.00		
							18-May-2008	By Danco Furniture (P) Ltd.,	Pymt	39			1,25,000.00
							19-May-2008	By Fast Couriers	Pymt	40		1,235.96	
							21-May-2008	By CST Tax @ 4%	Pymt	41			9,760.00
							25-May-2008	By Chokmandalam Auto Finance Co.,	Pymt	42		19,603.66	
28-May-2008	To Canara Bank	Rcpt	17			11,96,235.01							
29-May-2008	To HDFC Bank	Rcpt	18		1,00,000.00		29-May-2008	By Telephone Link Ltd.,	Pymt	43		1,460.68	
30-May-2008	To Cash	Ctra	5	1,00,000.00			30-May-2008	By Cash	Ctra	5		1,00,000.00	
31-May-2008	To HDFC Bank	Rcpt	19		2,31,300.00		31-May-2008	By Postage & Telegraph	Pymt	44	950.00		
31-May-2008	To HDFC Bank	Rcpt	20		7,640.48		31-May-2008	By Assembling Charges	Pymt	45		1,520.00	
							31-May-2008	By ESI Payable	Pymt	46		780.00	
							31-May-2008	By PF Payable	Pymt	47		6,645.30	
							31-May-2008	By Professional Tax	Pymt	48		630.00	
							31-May-2008	By Salary Payable	Pymt	49		91,330.00	
							31-May-2008	By Chandra Timbers	Pymt	50			7,10,781.00
				2,71,406.00	52,90,407.08	22,68,301.74					9,340.00	14,71,205.60	11,56,472.12
								By Closing Balance			2,62,066.00	38,19,201.48	11,11,829.62
				2,71,406.00	52,90,407.08	22,68,301.74					2,71,406.00	52,90,407.08	22,68,301.74

Figure 2.4 Multi- Column Cash/ Bank Book

2.5 Receipt Voucher

Go to **Gateway of Tally > Accounting Vouchers >** press **F6**

No.: **119** Dated **31-Mar-2009**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

RECEIPT

Recd with thanks from : **Mr.Arvind Kumar**

The sum of : **Rs. Twenty Five Thousand Only**

By : **Cheque/DD**

Remarks : **Ch. No. :725656 dt.31.03.2009 Being amount received from customers**

Rs. 25,000.00 Authorised Signatory

Figure 2.5 Receipt Voucher

2.6 Payment Voucher

Go to **Gateway of Tally > Accounting Vouchers >** press **F5**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payment Voucher

No. : **7** Dated : **16-Apr-2008**

Through : **HDFC Bank**

Particulars	Amount
Account :	
Simco Machinery Co.,	**3,00,000.00**
Agst Ref **SMC/3215** **3,00,000.00 Dr**	
On Account of :	
Ch. No. :685001	
Amount (in words) :	
Rs. Three Lakh Only	
	3,00,000.00

Receiver's Signature: Authorised Signatory

Figure 2.6 Payment Voucher

2.7 Purchase Register

Go to **Gateway of Tally > Display > Account Books > Purchase Register** (select the required month and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Register
1-May-2008 to 31-May-2008

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-5-2008	**New Era Computers** *Invoice received from New Era Computers*	**Purchase**	20		**46,800.00**
1-5-2008	**New Era Computers** *Invoice received from New Era Computers*	**Purchase**	21		**46,800.00**
2-5-2008	**Top Computers** *Being purchase invoice accounted for 3 No's IBM PIV and IBM Celeron 5No's in stores from Top computers*	**Purchase**	22		**1,59,120.00**
3-5-2008	**Chandra Timbers**	**Purchase**	23		**3,12,000.00**
5-5-2008	**Zen Enterprises** *Invoice Received from Zen Enterprises*	**Purchase**	24		**5,200.00**
7-5-2008	**Mahaveer Computers** *Being Components for assembling PIV Computers purchased & received alongwith the Invoice.*	**Purchase**	25		**3,01,517.00**
8-5-2008	**Jain Realtors** *Being Land Purchased.*	**Purchase**	26		**4,00,000.00**
11-5-2008	**Mahesh Timbers**	**Purchase**	27		**29,05,875.00**
15-5-2008	**Samsung (I) Pvt. Ltd.,** *Being Printers purchased from Samsung (I) Pvt. Ltd.,*	**Purchase**	28		**2,76,750.00**
17-5-2008	**Fast Couriers**	**Purchase**	29		**1,235.96**
22-5-2008	**Maruthi Traders** *Being Components for assembling PIV Computers purchased & received alongwith the Invoice.*	**Purchase**	30		**4,75,592.00**
28-5-2008	**Telephone Link Ltd.,**	**Purchase**	31		**1,460.68**
			Total:		**49,32,350.64**

Figure 2.7 Purchase Register

2.8 Purchase Register - Columnar

Go to **Gateway of Tally > Display > Account Books > Purchase Register** (select the required month and press **Enter**) > press **F5** and accept the columns

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Register
1-May-2008 to 31-May-2008

Page 1 (A)

Date	*Particulars*	Voucher Type	Vch No.	Quantity	*Rate*	Gross Total	Purchase @ 4%
1-May-2008	**New Era Computers**	Purchase	20	**100 Nos**		**46,800.00**	45,000.00
	Wireless Keyboard			*50 Nos*	*600.00/Nos*		
	Wireless Mouse			*50 Nos*	*300.00/Nos*		
1-May-2008	**New Era Computers**	Purchase	21	**100 Nos**		**46,800.00**	45,000.00
	Wireless Keyboard			*50 Nos*	*600.00/Nos*		
	Wireless Mouse			*50 Nos*	*300.00/Nos*		
2-May-2008	**Top Computers**	Purchase	22	**9 Nos**		**1,59,120.00**	1,53,000.00
	IBM PIV			*3 Nos*	*21,000.00/Nos*		
	IBM Celeron			*6 Nos*	*15,000.00/Nos*		
3-May-2008	**Chandra Timbers**	Purchase	23	**1,000 MT**		**3,12,000.00**	3,00,000.00
	Timber - OTFL			*1,000 MT*	*300.00/MT*		
5-May-2008	**Zen Enterprises**	Purchase	24	**300 Nos**		**5,200.00**	
	Dust Covers			*100 Nos*	*36.00/Nos*		
	Mouse Pad			*200 Nos*	*7.00/Nos*		
7-May-2008	**Mahaveer Computers**	Purchase	25	**150 Nos**		**3,01,517.00**	2,89,920.00
	Wireless Mouse			*15 Nos*	*400.00/Nos*		
	Wireless Keyboard			*15 Nos*	*750.00/Nos*		
	Monitor			*15 Nos*	*3,150.00/Nos*		
	Hard Disk			*15 Nos*	*4,150.00/Nos*		
	Floppy Drive			*15 Nos*	*250.00/Nos*		
	Mother Board			*15 Nos*	*5,180.00/Nos*		
	Pentium - IV Processor			*15 Nos*	*3,800.00/Nos*		
	Mouse Pad			*15 Nos*	*8.00/Nos*		
	USB Pen Drives 64 MB			*15 Nos*	*1,600.00/Nos*		
	Dust Covers			*15 Nos*	*40.00/Nos*		
8-May-2008	**Jain Realtors**	Purchase	26			**4,00,000.00**	
11-May-2008	**Mahesh Timbers**	Purchase	27	**350 MT**		**29,05,875.00**	
	Timber			*350 MT*	*7,200.00/MT*		
15-May-2008	**Samsung (I) Pvt. Ltd.,**	Purchase	28	**30 Nos**		**2,76,750.00**	
	Samsung Laserjet 1500			*30 Nos*	*8,200.00/Nos*		
17-May-2008	**Fast Couriers**	Purchase	29			**1,235.96**	
22-May-2008	**Maruthi Traders**	Purchase	30	**250 Nos**		**4,75,592.00**	4,57,300.00
	Wireless Mouse			*25 Nos*	*350.00/Nos*		
	Wireless Keyboard			*25 Nos*	*700.00/Nos*		
	Monitor			*25 Nos*	*3,000.00/Nos*		
	Hard Disk			*25 Nos*	*4,000.00/Nos*		
	Floppy Drive			*25 Nos*	*200.00/Nos*		
	Mother Board			*25 Nos*	*5,000.00/Nos*		
	Pentium - IV Processor			*25 Nos*	*3,500.00/Nos*		
	Mouse Pad			*25 Nos*	*7.00/Nos*		
	USB Pen Drives 64 MB			*25 Nos*	*1,500.00/Nos*		
	Dust Covers			*25 Nos*	*35.00/Nos*		
28-May-2008	**Telephone Link Ltd.,**	Purchase	31			**1,460.68**	
	Grand Total					**49,32,350.64**	12,90,220.00

Figure 2.8 Purchase Register – Columnar

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Register
1-May-2008 to 31-May-2008

Page 1 (B)

Input VAT @ 4%	Purchase - Interstate	Land - I	Purchase @ 12.5%	Input VAT @ 12.5%	Purchase - Courier Charges	Input ST - Courier Charges	Purchase - Telephone Services	Input ST - Telephone Charges	
1,800.00									
1,800.00									
6,120.00									
12,000.00									
	5,200.00								
11,597.00									
		4,00,000.00							
			25,83,000.00	3,22,875.00					
			2,46,000.00	30,750.00					
					1,100.00	135.96			
18,292.00									
							1,300.00	160.68	
51,609.00	5,200.00	4,00,000.00	28,29,000.00	3,53,625.00	1,100.00	135.96	1,300.00	160.68	

Figure 2.9 Purchase Register – Columnar

2.9 Purchase Register - Extract

Go to **Gateway of Tally > Display > Account Books > Purchase Register** (Select the required month or press **F2** and specify the required period) > press **F6**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Register
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Debit Amount	Credit Amount
Sundry Creditors		**2,92,98,726.27**
Sundry Creditors - Non Trading		29,86,000.00
Sundry Creditors - Trading		1,26,35,921.00
Chandra Timbers		71,59,227.50
Fast Couriers		20,414.02
Mahesh Timbers		64,80,564.00
Telephone Link Ltd.,		16,599.75
Cash-in-hand		**13,312.00**
Cash		13,312.00
Purchase Accounts	**2,42,04,657.50**	
Purchase @ 12.5%	1,31,95,812.50	
Purchase @ 20%	2,00,000.00	
Purchase @ 4%	1,07,30,660.00	
Purchase - Courier Charges	18,170.00	
Purchase - Interstate	45,240.00	
Purchase - Telephone Services	14,775.00	
Current Liabilities	**21,82,380.77**	
Duties & Taxes	21,82,380.77	
Fixed Assets	**29,25,000.00**	
Land & Building	14,00,000.00	
Plant & Machinery	15,25,000.00	
Grand Total :	**2,93,12,038.27**	**2,93,12,038.27**

Figure 2.10 Purchase Register – Extract

2.10 Sales Register

Go to **Gateway of Tally > Display > Account Books > Sales Register** (select the required month and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-Apr-2008 to 30-Apr-2008

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
2-4-2008	**Computer Junction** *Being IBM PIV computers sold.*	**Sales**	1	**51,420.00**	
2-4-2008	**InfoSoft Solutions**	**Sales**	2	**32,937.60**	
5-4-2008	**Computer Junction**	**Sales**	3	**14,560.00**	
8-4-2008	**Janata Timbers** *Bieng Timber sold at applicable rates of TCS and VAT*	**Sales**	4	**4,90,437.00**	
9-4-2008	**Arvind Kumar** *Sold against advance received on 5th April 2008*	**Sales**	5	**26,000.00**	
10-4-2008	**Universal Systems** *Being Assembled PIV Compute-rs sold.*	**Sales**	6	**2,31,300.00**	
13-4-2008	**Hindustan Timbers** *Bieng Timber sold at applicable rates of TCS and VAT*	**Sales**	7	**3,11,572.13**	
24-4-2008	**Global Traders** *Sold 20 CDROM 10's Boxes received back 1 USB Pen Drive 64 MB*	**Sales**	8	**7,280.00**	
25-4-2008	**Global Traders** *Sales invoice raised for 5 No's usb pen drives to global traders.*	**Sales**	9	**10,400.00**	
25-4-2008	**Amar Computer Peripherals** *Being Laser printers sold.*	**Sales**	10	**1,33,125.00**	
25-4-2008	**Silverplus Computers** *Being Assembled PIV Compute-rs sold.*	**Sales**	11	**4,61,100.00**	
30-4-2008	**Supreme Computers Peripherals** *Being Dot Matrix Printers sold.*	**Sales**	12	**1,85,625.00**	
30-4-2008	**Modern Advertisers**	**Sales**	13	**5,612.00**	
			Total:	**19,61,368.73**	

Figure 2.11 Sales Register

2.11 Sales Register - Columnar

Go to **Gateway of Tally > Display > Account Books > Sales Register** (select the required month and press **Enter**) > press **F5** and accept the columns

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-May-2008 to 31-May-2008

Page 1 (A)

Date	*Particulars*	Voucher Type	Vch No.	Quanti-ty	*Rate*	Gross Total	Sales @ 4%	Output VAT @ 4%
1-May-2008	**Horizon Systems**	Sales	14	**298 Nos**		**1,12,736.00**	1,08,400.00	4,336.00
	IBM PIV			*1 Nos*	*26,000.00/Nos*			
	Wireless Mouse			*52 Nos*	*700.00/Nos*			
	Mouse Pad			*200 Nos*	*20.00/Nos*			
	Wireless Keyboard			*40 Nos*	*800.00/Nos*			
	USB Pen Drives 64 MB			*5 Nos*	*2,000.00/Nos*			
3-May-2008	**Office Automation Systems**	Sales	15	**15 Nos**		**1,24,875.00**		
	TVS MSP 245 80 Col Printer			*15 Nos*	*7,400.00/Nos*			
5-May-2008	**Computer Junction**	Sales	16	**6 Nos**		**1,59,500.00**		
	IBM Celeron			*6 Nos*	*25,000.00/Nos*			
5-May-2008	**Arvind Kumar**	Sales	17	**113 Nos**		**81,692.00**	78,550.00	3,142.00
	Wireless Keyboard			*63 Nos*	*850.00/Nos*			
	Wireless Mouse			*50 Nos*	*500.00/Nos*			
10-May-2008	**Computer World**	Sales	18	**15 Nos**		**3,76,900.00**	3,60,000.00	
	Assembled PIV			*15 Nos*	*24,000.00/Nos*			
15-May-2008	**Nirmaan Timbers**	Sales	19	**60 MT**		**5,98,510.13**		
	Timber			*60 MT*	*8,600.00/MT*			
25-May-2008	**Worldwide Computers**	Sales	20	**25 Nos**		**6,52,500.00**		
	Assembled PIV			*25 Nos*	*25,000.00/Nos*			
25-May-2008	**Hindustan Timbers**	Sales	21	**60 MT**		**5,97,724.88**		
	Timber			*60 MT*	*8,600.00/MT*			
30-May-2008	**Modern Advertisers**	Sales	22			**7,640.48**		
	Grand Total					**27,12,078.49**	5,46,950.00	7,478.00

Figure 2.12 Sales Register - Columnar

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-May-2008 to 31-May-2008

Page 1 (B)

Sales @ 12.5%	Output VAT @ 12.5%	Interstate Sales @ 4%	Transpo-rtation & Packag-ing	CST Tax @ 4%	TCS @ 2.5% - TUFL	Sales - Advertis-ing Services	Output ST - Advt. Servic-es	
1,11,000.00	13,875.00							
		1,50,000.00	3,500.00	6,000.00				
			2,500.00	14,400.00				
5,16,000.00	66,501.13				16,009.00			
		6,25,000.00	2,500.00	25,000.00				
5,16,000.00	66,413.88				15,311.00			
						6,800.00	840.48	
11,43,000.00	1,46,790.01	7,75,000.00	8,500.00	45,400.00	31,320.00	6,800.00	840.48	

Figure 2.13 Sales Register - Columnar

2.12 Sales Register - Extract

Go to **Gateway of Tally > Display > Account Books > Sales Register** (Select the required month or press **F2** and specify the required period) > press **F6**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Debit Amount	Credit Amount
Sundry Debtors	**3,44,73,899.42**	
East Debtors	13,24,170.00	
North Debtors	18,53,300.00	
South Debtors	91,96,890.00	
Sundry Debtors - Overseas	70,342.50	
West Debtors	29,71,720.00	
Bright Traders	3,47,640.00	
Hindustan Timbers	47,26,378.15	
InfoSoft Solutions	71,398.40	
Janata Timbers	91,91,820.64	
Modern Advertisers	63,533.58	
Nirmaan Timbers	46,56,706.15	
Cash-in-hand	**42,696.00**	
Cash	42,696.00	
Sales Accounts		**3,12,20,947.50**
CST Sales		60,54,625.00
Local Sales		2,46,86,430.00
Sales @ 20%		2,88,000.00
Sales - Advertising Services		56,550.00
Sales AMC for Computers		65,000.00
Sales - Exports		70,342.50
Current Liabilities		**32,27,147.92**
Duties & Taxes		32,27,147.92
Indirect Expenses		**68,500.00**
Selling & Distribution Expenses		68,500.00
Grand Total :	**3,45,16,595.42**	**3,45,16,595.42**

Figure 2.14 Sales Register - Extract

2.13 Group Summary

Go to **Gateway of Tally > Display > Account Books > Group Summary** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sundry Debtors
Group Summary
1-Apr-2008 to 31-Mar-2009

Page 1

	Closing Balance	
	Debit	Credit
Sales Bills to Make	3,75,000.00	
East Debtors	**2,33,900.00**	
Universal Systems	*2,33,900.00*	
North Debtors	**30,800.00**	
Computer World	*30,800.00*	
South Debtors	**22,24,685.25**	**8,29,085.50**
All India Computer Institute	*25,320.00*	
Amar Computer Peripherals	*19,680.00*	
Arvind Kumar		*8,25,508.00*
AVT Computers	*58,388.00*	
Computer Junction	*93,660.00*	
Fortune Computer Services	*34,240.00*	
Futura Systems	*67,590.00*	
Gaitonde Traders	*53,125.00*	
Global Traders	*3,17,918.00*	
Horizon Systems	*42,736.00*	
Office Automation Systems	*79,750.00*	
Prism Softlinks	*26,534.50*	
Silverplus Computers	*12,86,800.00*	
Step-in Computers	*32,500.00*	
Sterling Business Solutions	*14,062.50*	
Supreme Computers Peripherals	*12,656.25*	
S.V.S Computers		*3,577.50*
Venkateshwara Softwares	*59,725.00*	
Sundry Debtors - Overseas	**14,949.80**	
Fuzitsy Systems	*14,949.80*	
West Debtors	**4,53,000.00**	
Worldwide Computers	*4,53,000.00*	
Bright Traders	3,47,640.00	
Janata Timbers	11,36,062.75	
Nirmaan Timbers	17,04,384.38	
Grand Total	**65,20,422.18**	**8,29,085.50**

Figure 2.15 Group Summary

2.14 Group Vouchers

Go to **Gateway of Tally > Display > Account Books > Group Vouchers** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sundry Creditors
1-Mar-2009 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-3-2009	By **Opening Balance**				**54,91,782.00**
2-3-2009	To **HDFC Bank** *Ch. No. :1256007 Being Amount paid.*	**Payment**	340	1,50,000.00	
5-3-2009	To **Canara Bank** *Ch. No. :*	**Payment**	341	12,68,438.00	
7-3-2009	By **Purchase @ 12.5%**	**Purchase**	91		10,37,813.00
8-3-2009	By **Purchase @ 4%** *Being Components for Assembling PIV Computers purchased and received alongwith the Invoice.*	**Purchase**	92		3,80,474.00
	To **HDFC Bank** *Ch. No. :1256010 Being Amount towards transportation charges delivery of materials to customer place.*	**Payment**	344	5,000.00	
10-3-2009	To **Canara Bank** *Ch. No. : 456521 Being Amount paid towards Feb month fuel charges.*	**Payment**	345	2,670.00	
	To **Canara Bank** *Ch. No. : 456522 Being Amount paid.*	**Payment**	346	4,00,000.00	
12-3-2009	To **Canara Bank** *Ch. No. :*	**Payment**	347	14,235.00	
15-3-2009	To **Canara Bank** *Ch. No. : 456524 Being Amount paid.*	**Payment**	350	1,250.00	
	By **Commission Paid** *commission paid to Eternal consultants for procurement of orders during Feb`08*	**Journal**	82		15,000.00
22-3-2009	By **Purchase @ 4%** *Being Components for Assembling PIV Computers purchased and received alongwith the Invoice.*	**Purchase**	93		3,80,474.00
25-3-2009	To **Canara Bank** *Ch. No. : 456527 Being Amount paid to top computers towards purchase of components for Assembling PIV Computers*	**Payment**	358	5,00,000.00	
	By **Purchase - Courier Charges**	**Purchase**	94		4,494.40
27-3-2009	By **Purchase - Courier Charges**	**Purchase**	95		1,235.96
	By **Purchase - Telephone Services**	**Purchase**	96		1,404.50
29-3-2009	To **HDFC Bank** *Ch. No. :*	**Payment**	361	1,235.96	
	To **HDFC Bank** *Ch. No. :*	**Payment**	362	1,404.50	
30-3-2009	To **HDFC Bank** *Ch. No. :*	**Payment**	363	4,494.40	
	Carried Over			23,48,727.86	73,12,677.86

continued ...

Figure 2.16 Group Vouchers

Universal Enterprises
Sundry Creditors : 1-Mar-2009 to 31-Mar-2009 Page 2

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			23,48,727.86	73,12,677.86
31-3-2009	By **Canara Bank**	**Receipt**	117		2,50,000.00
	By **Petrol Expenses** *Being Petrol Expenses dur for Mar`08*	**Journal**	85		1,520.00
	By **Carriage Inwards** *Being transportation charges on purchases.*	**Journal**	86		1,250.00
	By **Transportation & Packaging** *Being Transportation charges d-ue for the month of Mar`08*	**Journal**	87		5,000.00
	To **Canara Bank** *Ch. No. : 456529 Being Amount paid.*	**Payment**	366	45,000.00	
	To **Canara Bank** *Ch. No 456530 Being Amount repaid*	**Payment**	367	1,00,000.00	
				24,93,727.86	75,70,447.86
	To **Closing Balance**			50,76,720.00	
				75,70,447.86	**75,70,447.86**

Figure 2.17 Group Vouchers

2.15 Journal Register

Go to **Gateway of Tally > Display > Account Books > Journal Register >Journal Register**
(Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Journal Register
1-Feb-2009 to 28-Feb-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
12-2-2009	**Vehicle Repairs & Maintenance**	**Journal**	71	**6,545.00**	
	Maruti Udyog Service Centre				**6,545.00**
15-2-2009	**Commission Paid**	**Journal**	72	**15,000.00**	
	Eternal Consultants				**15,000.00**
18-2-2009	**Fuzitsy Systems**	**Journal**	73		**1,283.75**
	Forex Gain/Loss			**1,283.75**	
18-2-2009	**Training & Orientation Expenses**	**Journal**	74	**9,300.00**	
	HDFC Silver Credit Card				**9,300.00**
25-2-2009	**Miscellaneous Expenses**	**Journal**	75	**2,580.00**	
	Furniture & Fixtures				**2,580.00**
28-2-2009	**Petrol Expenses**	**Journal**	76	**2,670.00**	
	Bharat Petroleum				**2,670.00**
28-2-2009	**Carriage Inwards**	**Journal**	77	**1,250.00**	
	Pee Jee Transports				**1,250.00**
28-2-2009	**Transportation & Packaging**	**Journal**	78	**5,000.00**	
	Jet Roadways (P) Ltd.,				**5,000.00**
28-2-2009	**Output VAT @ 12.5%**	**Journal**	79	**2,44,227.25**	
	Output VAT @ 4%			**20,000.00**	
	Input VAT @ 12.5%				**1,40,938.00**
	Input VAT @ 4%				**51,218.00**
	VAT Adjustment A/c				**72,071.25**
28-2-2009	**PF Admin Expense**	**Journal**	80	**331.90**	
	PF Admin Charges @ 1.10%				**319.00**
	EDLI Contribution @ 0.5%				**10.00**
	EDLI Admin Charges @ 0.01%				**2.90**
28-2-2009	**VAT Adjustment A/c**	**Journal**	81	**72,071.25**	
	VAT Payable				**72,071.25**

Figure 2.18 Journal Register

2.16 Journal Register - Extract

Go to **Gateway of Tally > Display > Account Books > Journal Register >Journal Register** (Select the required month or press **F2** and specify the required period) > press **F6**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Journal Register
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Debit Amount	Credit Amount
Current Assets		**1,283.75**
Sundry Debtors		1,283.75
Current Liabilities	**38,91,538.11**	**47,51,263.48**
Duties & Taxes	33,63,888.11	30,41,070.17
Provisions		3,27,732.94
Sundry Creditors	5,27,650.00	12,00,491.00
EDLI Admin Charges @ 0.01%		*33.92*
EDLI Contribution @ 0.5%		*122.00*
Interest on Car Loan A/c		*1,78,081.88*
PF Admin Charges @ 1.10%		*3,731.57*
Direct Expenses	**15,000.00**	
Carriage Inwards	*15,000.00*	
Fixed Assets	**11,21,191.88**	**6,05,202.20**
Accumulated Depreciation on Fixed Assets		6,02,622.20
Computers & Peripherals	*90,460.00*	
Furniture & Fixtures	*1,25,000.00*	*2,580.00*
Motor Car - Hyundai GLX	*9,05,731.88*	
Indirect Expenses	**8,88,339.44**	
Depreciation on Fixed Assets	6,02,622.20	
Employer PF Contributions	3,887.49	
Interest & Finance Charges	1,283.75	
Operating Expenses	1,85,066.00	
Selling & Distribution Expenses	87,900.00	
Miscellaneous Expenses	*7,580.00*	
Loans (Liability)		**5,58,320.00**
Unsecured Loans		5,27,650.00
HDFC Silver Credit Card		*30,670.00*
Grand Total :	**59,16,069.43**	**59,16,069.43**

Figure 2.19 Journal Register - Extract

2.17 Bills Receivable

Go to **Gateway of Tally > Display > Statement of Accounts > Outstandings > Receivables** (select All Items or the required group)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Bills Receivable
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.	Partys' Name	Pending Amount	Due on	Overdue by days
5-Apr-2008	2	Computer Junction	14,560.00	4-Jun-2008	300
24-Apr-2008	071	Global Traders	1,50,356.00	1-May-2008	334
25-Apr-2008	8	Amar Computer Peripherals	15,000.00	25-Apr-2008	340
30-Apr-2008	9	Supreme Computers Peripherals	12,656.25	15-May-2008	320
1-May-2008	8	Horizon Systems	42,736.00	31-May-2008	304
5-May-2008	1254	Adview Consultants	12,000.00	5-May-2008	330
5-May-2008	10	Arvind Kumar	14,852.00	4-Jun-2008	300
5-May-2008	9	Computer Junction	52,000.00	4-Jun-2008	300
25-May-2008	20	Hindustan Timbers	5,97,724.88	25-May-2008	310
5-Jun-2008	23	Janata Timbers	5,76,061.00	5-Jun-2008	299
28-Jun-2008	32	S.V.S Computers	89,437.50	28-Jun-2008	276
2-Jul-2008	24	Computer Junction	79,040.00	1-Aug-2008	242
7-Jul-2008	22	Prism Softlinks	16,875.00	6-Aug-2008	237
19-Jul-2008	23	Venkateshwara Softwares	59,725.00	19-Jul-2008	255
26-Jul-2008	25	Step-in Computers	32,500.00	26-Jul-2008	248
27-Aug-2008	27	Sterling Business Solutions	14,062.50	27-Aug-2008	216
3-Sep-2008	29	Futura Systems	90.00	3-Sep-2008	209
5-Sep-2008	NEC/INV/0043	New Era Computers	707.00	5-Oct-2008	177
15-Sep-2008	30	Amar Computer Peripherals	4,680.00	15-Sep-2008	197
21-Sep-2008	31	Office Automation Systems	79,750.00	21-Sep-2008	191
8-Oct-2008	33	Gaitonde Traders	53,125.00	8-Oct-2008	174
18-Oct-2008	1397	Adview Consultants	3,000.00	18-Oct-2008	164
25-Oct-2008	35	Prism Softlinks	9,659.50	25-Oct-2008	157
25-Oct-2008	51	Universal Systems	2,600.00	9-Dec-2008	112
6-Nov-2008	70	Nirmaan Timbers	11,58,298.88	6-Nov-2008	145
22-Nov-2008	52	AVT Computers	58,388.00	22-Nov-2008	129
25-Nov-2008	74	Hindustan Timbers	5,66,865.00	25-Nov-2008	126
27-Nov-2008	38	Futura Systems	67,500.00	27-Nov-2008	124
7-Dec-2008	45	Nirmaan Timbers	6,40,068.00	7-Dec-2008	114
10-Dec-2008	60	Silverplus Computers	2,41,800.00	24-Jan-2009	66
12-Dec-2008	61	Arvind Kumar	1,000.00	11-Jan-2009	79
2-Jan-2009	17	Global Traders	13,440.00	9-Jan-2009	81
10-Jan-2009	66	Computer World	30,800.00	10-Apr-2009	
13-Jan-2009	TC/INV/053	Top Computers	14.00	12-Feb-2009	47
15-Jan-2009	11	All India Computer Institute	25,320.00	16-Mar-2009	15
15-Jan-2009	165971	Global Traders	13,722.00	22-Jan-2009	68
18-Jan-2009	30	Fortune Computer Services	34,240.00	18-Jan-2009	72
21-Jan-2009	100-A	Janata Timbers	5,20,590.38	21-Jan-2009	69
21-Jan-2009	13	Zen Enterprises	3,744.00	7-Mar-2009	24
11-Feb-2009	76	Worldwide Computers	4,53,000.00	12-May-2009	
25-Feb-2009	77	Silverplus Computers	5,22,500.00	11-Apr-2009	
25-Feb-2009	73	Universal Systems	2,31,300.00	11-Apr-2009	
10-Mar-2009	78	Worldwide Computers	4,60,100.00	24-Apr-2009	
15-Mar-2009	99	Nirmaan Timbers	10,64,316.38	15-Mar-2009	16
18-Mar-2009	100	Janata Timbers	5,90,001.75	18-Mar-2009	13
25-Mar-2009	77	Global Traders	1,40,400.00	1-Apr-2009	
25-Mar-2009	81	Silverplus Computers	5,22,500.00	9-May-2009	
			92,93,106.02		

Figure 2.20 Bills Receivable

2.18 Bills Payable

Go to **Gateway of Tally > Display > Statement of Accounts > Outstandings > Payables** (select All Items or the required group)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Bills Payable
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.	Partys' Name	Pending Amount	Due on	Overdue by days
2-Apr-2008	12345	Computer Junction	520.00	2-May-2008	333
2-Apr-2008	NG/0036	NextGen Systems	3,800.00	2-May-2008	333
3-Apr-2008	4	Computer Junction	51,420.00	3-May-2008	332
3-Apr-2008	HP/065	HP India Ltd.,	11,500.00	18-May-2008	317
5-Apr-2008	NG/009	NextGen Systems	2,800.00	5-May-2008	330
20-Apr-2008	TVSE/123	TVS Electronics (I) Ltd.,	1,87,500.00	4-Jun-2008	300
21-Apr-2008	TC/13	Top Computers	14,634.00	21-May-2008	314
24-Apr-2008	7	N.C.Jain	468.00	24-May-2008	311
27-Apr-2008	HYN/HP/12300089	Cholamandalam Auto Finance Coy.,	3,33,816.03	27-Apr-2008	338
1-May-2008	12	New Era Computers	1,800.00	31-May-2008	304
2-May-2008	TC/0056	Top Computers	51,120.00	1-Jun-2008	303
3-May-2008	85461	Chandra Timbers	3,12,000.00	3-May-2008	332
28-May-2008	6	Hindustan Timbers	5,97,724.88	28-May-2008	307
1-Jun-2008	HP/161	HP India Ltd.,	720.00	16-Jul-2008	258
12-Jun-2008	ZE/3571b	Zen Enterprises	4,144.00	27-Jul-2008	247
21-Jun-2008	ZE/542	Zen Enterprises	3,640.00	5-Aug-2008	238
28-Jun-2008	17	S.V.S Computers	93,015.00	26-Jun-2008	276
2-Jul-2008	16	HP India Ltd.,	6,600.00	16-Aug-2008	227
2-Jul-2008	NG/0090	NextGen Systems	1,020.00	1-Aug-2008	242
5-Jul-2008	HP/189	HP India Ltd.,	2,92,500.00	19-Aug-2008	224
2-Aug-2008	NG/1236	NextGen Systems	49,000.00	1-Sep-2008	211
16-Aug-2008	SMC/8549	Simco Machinery Co.,	21,000.00	16-Aug-2008	227
22-Aug-2008	MC/63	Mahaveer Computers	1,01,517.00	21-Sep-2008	191
2-Sep-2008	30	New Era Computers	687.00	2-Oct-2008	180
13-Sep-2008	SIP/717	Samsung (I) Pvt. Ltd.,	19,000.00	28-Oct-2008	154
22-Sep-2008	TC/98	Top Computers	14,634.00	22-Oct-2008	160
3-Oct-2008	12009	Chandra Timbers	2,60,000.00	3-Oct-2008	179
22-Oct-2008	17	Hindustan Timbers	5,66,865.00	22-Oct-2008	160
1-Nov-2008	20	Shankar	14,000.00	16-Dec-2008	105
8-Nov-2008	SIPL/85	Sai Infotech (P) Ltd.,	2,53,034.00	8-Nov-2008	143
23-Nov-2008	TC/145	Top Computers	14,634.00	23-Dec-2008	98
29-Nov-2008	16	Nirmaan Timbers	11,58,298.88	29-Nov-2008	122
7-Dec-2008	GE/017	Infinite Infosolutions	1,05,785.00	6-Jan-2009	84
15-Dec-2008	22	Narayan	25,000.00	29-Jan-2009	61
22-Dec-2008	TC/165	Top Computers	14,634.00	21-Jan-2009	69
5-Jan-2009	NG/1352	NextGen Systems	70,000.00	4-Feb-2009	55
8-Jan-2009	66	Arvind Kumar	8,21,040.00	7-Feb-2009	52
30-Jan-2009	19	Janata Timbers	5,20,590.38	30-Jan-2009	60
8-Feb-2009	CS/136	Challenger Systems	3,75,592.00	8-Feb-2009	51
15-Feb-2009	12	Eternal Consultants	765.00	1-Apr-2009	
23-Feb-2009	TC/169	Top Computers	8,53,586.00	25-Mar-2009	6
7-Mar-2009	614	Chandra Timbers	10,37,813.00	7-Mar-2009	24
8-Mar-2009	MT/102	Maruthi Traders	2,17,014.00	7-Apr-2009	
10-Mar-2009	33	Worldwide Computers	4,60,100.00	24-Apr-2009	
15-Mar-2009	26	Eternal Consultants	15,000.00	29-Apr-2009	
22-Mar-2009	CS/156	Challenger Systems	3,80,474.00	22-Mar-2009	9
31-Mar-2009	4212	Bharat Petroleum	1,520.00	31-Mar-2009	0
31-Mar-2009	935	Jet Roadways (P) Ltd.,	5,000.00	31-Mar-2009	0
31-Mar-2009	PJT/212	Pee Jee Transports	1,250.00	30-Apr-2009	
31-Mar-2009	EB for Feb & Mar 05	Provision for Outstanding Expenditure	2,415.00	15-Apr-2009	
31-Mar-2009	Rent for March 2009	Provision for Outstanding Expenditure	2,500.00	7-Apr-2009	
			93,53,490.17		

Figure 2.21 Bills Payable

2.19 Overdue Receivables

Go to **Gateway of Tally > Display > Exception Reports > Overdue Receivables**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Bills Receivable
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.	Partys' Name	Pending Amount	Due on	Overdue by days
5-Apr-2008	2	Computer Junction	14,560.00	4-Jun-2008	300
24-Apr-2008	071	Global Traders	1,50,356.00	1-May-2008	334
25-Apr-2008	8	Amar Computer Peripherals	15,000.00	25-Apr-2008	340
30-Apr-2008	9	Supreme Computers Peripherals	12,656.25	15-May-2008	320
1-May-2008	8	Horizon Systems	42,736.00	31-May-2008	304
5-May-2008	1254	Adview Consultants	12,000.00	5-May-2008	330
5-May-2008	10	Arvind Kumar	14,852.00	4-Jun-2008	300
5-May-2008	9	Computer Junction	52,000.00	4-Jun-2008	300
25-May-2008	20	Hindustan Timbers	5,97,724.88	25-May-2008	310
5-Jun-2008	23	Janata Timbers	5,76,061.00	5-Jun-2008	299
28-Jun-2008	32	S.V.S Computers	89,437.50	28-Jun-2008	276
2-Jul-2008	24	Computer Junction	79,040.00	1-Aug-2008	242
7-Jul-2008	22	Prism Softlinks	16,875.00	6-Aug-2008	237
19-Jul-2008	23	Venkateshwara Softwares	59,725.00	19-Jul-2008	255
26-Jul-2008	25	Step-in Computers	32,500.00	26-Jul-2008	248
27-Aug-2008	27	Sterling Business Solutions	14,062.50	27-Aug-2008	216
3-Sep-2008	29	Futura Systems	90.00	3-Sep-2008	209
5-Sep-2008	NEC/INV/0043	New Era Computers	707.00	5-Oct-2008	177
15-Sep-2008	30	Amar Computer Peripherals	4,680.00	15-Sep-2008	197
21-Sep-2008	31	Office Automation Systems	79,750.00	21-Sep-2008	191
8-Oct-2008	33	Gaitonde Traders	53,125.00	8-Oct-2008	174
18-Oct-2008	1397	Adview Consultants	3,000.00	18-Oct-2008	164
25-Oct-2008	35	Prism Softlinks	9,659.50	25-Oct-2008	157
25-Oct-2008	51	Universal Systems	2,600.00	9-Dec-2008	112
6-Nov-2008	70	Nirmaan Timbers	11,58,298.88	6-Nov-2008	145
22-Nov-2008	52	AVT Computers	58,388.00	22-Nov-2008	129
25-Nov-2008	74	Hindustan Timbers	5,66,865.00	25-Nov-2008	126
27-Nov-2008	38	Futura Systems	67,500.00	27-Nov-2008	124
7-Dec-2008	45	Nirmaan Timbers	6,40,068.00	7-Dec-2008	114
10-Dec-2008	60	Silverplus Computers	2,41,800.00	24-Jan-2009	66
12-Dec-2008	61	Arvind Kumar	1,000.00	11-Jan-2009	79
2-Jan-2009	17	Global Traders	13,440.00	9-Jan-2009	81
13-Jan-2009	TC/INV/053	Top Computers	14.00	12-Feb-2009	47
15-Jan-2009	11	All India Computer Institute	25,320.00	16-Mar-2009	15
15-Jan-2009	165971	Global Traders	13,722.00	22-Jan-2009	68
18-Jan-2009	30	Fortune Computer Services	34,240.00	18-Jan-2009	72
21-Jan-2009	100-A	Janata Timbers	5,20,590.38	21-Jan-2009	69
21-Jan-2009	13	Zen Enterprises	3,744.00	7-Mar-2009	24
15-Mar-2009	99	Nirmaan Timbers	10,64,316.38	15-Mar-2009	16
18-Mar-2009	100	Janata Timbers	5,90,001.75	18-Mar-2009	13
			69,32,506.02		

Figure 2.22 Overdue Receivables

2.20 Overdue Payables

Go to **Gateway of Tally > Display > Exception Reports > Overdue Payables**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Bills Payable
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.	Partys' Name	Pending Amount	Due on	Overdue by days
2-Apr-2008	12345	Computer Junction	520.00	2-May-2008	333
2-Apr-2008	NG/0036	NextGen Systems	3,800.00	2-May-2008	333
3-Apr-2008	4	Computer Junction	51,420.00	3-May-2008	332
3-Apr-2008	HP/065	HP India Ltd.,	11,500.00	18-May-2008	317
5-Apr-2008	NG/009	NextGen Systems	2,800.00	5-May-2008	330
20-Apr-2008	TVSE/123	TVS Electronics (I) Ltd.,	1,87,500.00	4-Jun-2008	300
21-Apr-2008	TC/13	Top Computers	14,634.00	21-May-2008	314
24-Apr-2008	7	N.C.Jain	468.00	24-May-2008	311
27-Apr-2008	HYN/HP/12300089	Cholamandalam Auto Finance Coy.,	3,33,816.03	27-Apr-2008	338
1-May-2008	12	New Era Computers	1,800.00	31-May-2008	304
2-May-2008	TC/0056	Top Computers	51,120.00	1-Jun-2008	303
3-May-2008	85461	Chandra Timbers	3,12,000.00	3-May-2008	332
28-May-2008	6	Hindustan Timbers	5,97,724.88	28-May-2008	307
1-Jun-2008	HP/161	HP India Ltd.,	720.00	16-Jul-2008	258
12-Jun-2008	ZE/3571b	Zen Enterprises	4,144.00	27-Jul-2008	247
21-Jun-2008	ZE/542	Zen Enterprises	3,640.00	5-Aug-2008	238
28-Jun-2008	17	S.V.S Computers	93,015.00	26-Jun-2008	276
2-Jul-2008	16	HP India Ltd.,	6,600.00	16-Aug-2008	227
2-Jul-2008	NG/0090	NextGen Systems	1,020.00	1-Aug-2008	242
5-Jul-2008	HP/189	HP India Ltd.,	2,92,500.00	19-Aug-2008	224
2-Aug-2008	NG/1236	NextGen Systems	49,000.00	1-Sep-2008	211
16-Aug-2008	SMC/8549	Simco Machinery Co.,	21,000.00	16-Aug-2008	227
22-Aug-2008	MC/63	Mahaveer Computers	1,01,517.00	21-Sep-2008	191
2-Sep-2008	30	New Era Computers	687.00	2-Oct-2008	180
13-Sep-2008	SIP/717	Samsung (I) Pvt. Ltd.,	19,000.00	28-Oct-2008	154
22-Sep-2008	TC/98	Top Computers	14,634.00	22-Oct-2008	160
3-Oct-2008	12009	Chandra Timbers	2,60,000.00	3-Oct-2008	179
22-Oct-2008	17	Hindustan Timbers	5,66,865.00	22-Oct-2008	160
1-Nov-2008	20	Shankar	14,000.00	16-Dec-2008	105
8-Nov-2008	SIPL/85	Sai Infotech (P) Ltd.,	2,53,034.00	8-Nov-2008	143
23-Nov-2008	TC/145	Top Computers	14,634.00	23-Dec-2008	98
29-Nov-2008	16	Nirmaan Timbers	11,58,298.88	29-Nov-2008	122
7-Dec-2008	GE/017	Infinite Infosolutions	1,05,785.00	6-Jan-2009	84
15-Dec-2008	22	Narayan	25,000.00	29-Jan-2009	61
22-Dec-2008	TC/165	Top Computers	14,634.00	21-Jan-2009	69
5-Jan-2009	NG/1352	NextGen Systems	70,000.00	4-Feb-2009	55
8-Jan-2009	66	Arvind Kumar	8,21,040.00	7-Feb-2009	52
30-Jan-2009	19	Janata Timbers	5,20,590.38	30-Jan-2009	60
8-Feb-2009	CS/136	Challenger Systems	3,75,592.00	8-Feb-2009	51
23-Feb-2009	TC/169	Top Computers	8,53,586.00	25-Mar-2009	6
7-Mar-2009	614	Chandra Timbers	10,37,813.00	7-Mar-2009	24
22-Mar-2009	CS/156	Challenger Systems	3,80,474.00	22-Mar-2009	9
31-Mar-2009	4212	Bharat Petroleum	1,520.00	31-Mar-2009	0
31-Mar-2009	935	Jet Roadways (P) Ltd.,	5,000.00	31-Mar-2009	0
			86,54,446.17		

Figure 2.23 Overdue Payables

2.21 Agewise Bills Receivable

Go to **Gateway of Tally > Display > Statement of Accounts > Outstandings > Receivables** (select All Items or the required group) > press **F6** and select **Ageing by Due Date** and specify the slabs

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Bills Receivable
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.	Partys' Name	Pending Amount	(< 30 days)	30 to 60 days	60 to 90 days	90 to 120 days	(> 120 days)
5-Apr-2008	2	Computer Junction	14,560.00					14,560.00
24-Apr-2008	071	Global Traders	1,50,356.00					1,50,356.00
25-Apr-2008	8	Amar Computer Peripherals	15,000.00					15,000.00
30-Apr-2008	9	Supreme Computers Peripherals	12,656.25					12,656.25
1-May-2008	8	Horizon Systems	42,736.00					42,736.00
5-May-2008	1254	Adview Consultants	12,000.00					12,000.00
5-May-2008	10	Arvind Kumar	14,852.00					14,852.00
5-May-2008	9	Computer Junction	52,000.00					52,000.00
25-May-2008	20	Hindustan Timbers	5,97,724.88					5,97,724.88
5-Jun-2008	23	Janata Timbers	5,76,061.00					5,76,061.00
28-Jun-2008	32	S.V.S Computers	89,437.50					89,437.50
2-Jul-2008	24	Computer Junction	79,040.00					79,040.00
7-Jul-2008	22	Prism Softlinks	16,875.00					16,875.00
19-Jul-2008	23	Venkateshwara Softwares	59,725.00					59,725.00
26-Jul-2008	25	Step-in Computers	32,500.00					32,500.00
27-Aug-2008	27	Sterling Business Solutions	14,062.50					14,062.50
3-Sep-2008	29	Futura Systems	90.00					90.00
5-Sep-2008	NEC/INV/0043	New Era Computers	707.00					707.00
15-Sep-2008	30	Amar Computer Peripherals	4,680.00					4,680.00
21-Sep-2008	31	Office Automation Systems	79,750.00					79,750.00
8-Oct-2008	33	Gaitonde Traders	53,125.00					53,125.00
18-Oct-2008	1397	Adview Consultants	3,000.00					3,000.00
25-Oct-2008	35	Prism Softlinks	9,659.50					9,659.50
25-Oct-2008	51	Universal Systems	2,600.00				2,600.00	
6-Nov-2008	70	Nirmaan Timbers	11,58,298.88					11,58,298.88
22-Nov-2008	52	AVT Computers	58,388.00					58,388.00
25-Nov-2008	74	Hindustan Timbers	5,66,865.00					5,66,865.00
27-Nov-2008	38	Futura Systems	67,500.00					67,500.00
7-Dec-2008	45	Nirmaan Timbers	6,40,068.00				6,40,068.00	
10-Dec-2008	60	Silverplus Computers	2,41,800.00			2,41,800.00		
12-Dec-2008	61	Arvind Kumar	1,000.00			1,000.00		
2-Jan-2009	17	Global Traders	13,440.00			13,440.00		
10-Jan-2009	66	Computer World	30,800.00	30,800.00				
13-Jan-2009	TC/INV/053	Top Computers	14.00		14.00			
15-Jan-2009	11	All India Computer Institute	25,320.00	25,320.00				
15-Jan-2009	165971	Global Traders	13,722.00			13,722.00		
18-Jan-2009	30	Fortune Computer Services	34,240.00			34,240.00		
21-Jan-2009	100-A	Janata Timbers	5,20,590.38			5,20,590.38		
21-Jan-2009	13	Zen Enterprises	3,744.00	3,744.00				
11-Feb-2009	76	Worldwide Computers	4,53,000.00	4,53,000.00				
25-Feb-2009	77	Silverplus Computers	5,22,500.00	5,22,500.00				
25-Feb-2009	73	Universal Systems	2,31,300.00	2,31,300.00				
10-Mar-2009	78	Worldwide Computers	4,60,100.00	4,60,100.00				
15-Mar-2009	99	Nirmaan Timbers	10,64,316.38	10,64,316.38				
18-Mar-2009	100	Janata Timbers	5,90,001.75	5,90,001.75				
25-Mar-2009	77	Global Traders	1,40,400.00	1,40,400.00				
25-Mar-2009	81	Silverplus Computers	5,22,500.00	5,22,500.00				
			92,93,106.02	40,43,982.13	14.00	8,24,792.38	6,42,668.00	37,81,649.51

Figure 2.24 Agewise Bills Receivable

2.22 Negative Ledger

Go to **Gateway of Tally > Display > Exception Reports > Negative Ledgers**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Negative Ledger A/cs
1-Apr-2008 to 31-Mar-2009

Page 1

	Closing Balance	
	Debit	Credit
Accum. Dep. on Airconditioner		4,300.00
Accum. Dep. on Building		1,40,000.00
Accum. Dep. on Computer & Per.		36,184.00
Accum. Dep. on Furn. & Fixt.		12,242.00
Accum. Dep. on Motor Car		1,81,146.20
Accum. Dep. on P & M - I		1,50,000.00
Accum. Dep. on P & M - II		78,750.00
Adview Consultants	15,000.00	
Arvind Kumar		8,25,508.00
FBT Ledger	4,672.00	
Input ST - Courier Charges	630.36	
Input ST - Telephone Charges	154.50	
Input VAT @ 4%	1,15,313.00	
Packing Charges		3,500.00
Staff Salary Advance		1,000.00
S.V.S Computers		3,577.50
Grand Total	**1,35,769.86**	**14,36,207.70**

Figure 2.25 Negative Ledger

2.23 Debit Note Register

Go to **Gateway of Tally > Display > Account Books > Journal Register > Debit Note Register** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Debit Note Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
2-7-2008	**NextGen Systems**	**Debit Note**	1	**4,680.00**	
	Purchase - Interstate				**4,680.00**
	Being 3 no's usb pen drives 64 mb returned due to quality difference				
5-9-2008	**New Era Computers**	**Debit Note**	2	**707.00**	
	Purchase @ 4%				**680.00**
	Input VAT @ 4%				**27.00**
	Being Debit note raised against the rejection note tracking no. NEC/0078- 1 No. wireless keyboard was rejected				
12-1-2009	**New Buzz Traders**	**Debit Note**	3	**260.00**	
	Purchase @ 4%				**250.00**
	Input VAT @ 4%				**10.00**
	Being rate difference due to quality for item Wireless key board 5 No's @ 50/- wide Vendor's credit note no. NBT/CN/005				
14-1-2009	**Top Computers**	**Debit Note**	4	**364.00**	
	Purchase @ 4%				**350.00**
	Input VAT @ 4%				**14.00**
	Being shortage of 1 No.Wireless mouse. Debit note raised for Top computers against purchase invoice no. TC/INV/053				

Figure 2.26 Debit Note Register

2.24 Credit Note Register

Go to **Gateway of Tally > Display > Account Books > Journal Register > Credit Note Register** (Select the required month or press **F2** and specify the required period

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Credit Note Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
30-4-2008	**Global Traders**	**Credit Note**	1		**624.00**
	Sales @ 4%			**600.00**	
	Output VAT @ 4%			**24.00**	
	Faulty CDROM 10s returned under their debit note no.123				
3-5-2008	**Computer Junction**	**Credit Note**	2		**24,960.00**
	Interstate Sales @ 4%			**24,000.00**	
	CST Tax @ 4%			**960.00**	
	Fault IBM PIV returned under their Debit Note No. DN/12				
1-8-2008	**Computer Junction**	**Credit Note**	3		**520.00**
	Interstate Sales @ 4%			**500.00**	
	CST Tax @ 4%			**20.00**	
	Being the competitors offered at low price the Computer Junction issued a credit note and rate was reduced by Rs.500				

Figure 2.27 Credit Note Register

2.25 Memorandum Register

Go to **Gateway of Tally > Display > Exception Reports > Memorandum Vouchers** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Memorandum Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
27-8-2008	NSC	Memorandum	1	15,000.00	
31-8-2008	Assembling Charges	Memorandum	2	150.00	

Figure 2.28 Memorandum Register

2.26 Reversing Journal Register

Go to **Gateway of Tally > Display > Exception Reports > Reversing Journals** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Reversing Journal Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
30-9-2008	Depreciation	Reversing Journal	1	20,000.00	

Figure 2.29 Reversing Journal Register

2.27 Optional Vouchers

Go to **Gateway of Tally > Display > Exception Reports > Optional Vouchers**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Optional Vouchers
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount / Inwards Qty	Credit Amount / Outwards Qty
2-4-2008	Computer Junction Ch. No. :982161 Being Amount received.	Receipt	1		50,440.00
2-4-2008	Simco Machinery Co., Being Plant & Machinery purchased for manufacturing and Assembling Computers from Simco Machinery Co., vide B.No. SMC/3215	Purchase	2		10,40,000.00
8-4-2008	Janata Timbers Bieng Timber sold at applicable rates of TCS and VAT	Sales	4	4,89,069.00	
1-5-2008	CDROM Disks 10s Defective 1 BOX of CDROM 10s replaced with Free 1 box CDROM Disks 10s	Stock Journal	2	1-0 Box	
5-5-2008	Mahaveer Computers Being Purchase Order placed for Assembled PIV Computer.	Purchase Order	3		2,89,920.00
8-5-2008	Assembled PIV Being PIV Computers Assembled.	Mfg Journal	3	15 Nos	
2-8-2008	IBM PIV Being 2 No's IBM PIV rejected	Rejections Out	1	(-)1 Nos	
7-8-2008	Wireless Mouse Being Components for Assembling PIV Computers received.	Receipt Note	9	10 Nos	

Figure 2.30 Optional Vouchers

2.28 Post-dated Vouchers

Go to **Gateway of Tally > Display > Exception Reports > Post-Dated Vouchers**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Post Dated Vouchers
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
21-1-2009	**Zen Enterprises** *Ch. No. : 456506 payment to Zen enterprises against invoice*	**Payment**	296	**10,000.00**	
29-1-2009	**Global Traders** *Ch. No. : 326451 cheque received from global traders against bill*	**Receipt**	100		**12,500.00**

Figure 2.31 Post-dated Vouchers

2.29 Interest Calculations

Go to **Gateway of Tally > Display > Statement of Accounts > Interest Calculations > Interest Receivable** (drill down and select the required ledger and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Silverplus Computers
Interest Details
123, Raja Marg,
Bannergatta Road,
Bangalore

1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.					Opening Amount	Pending Amount	Interest
25-Apr-2008	11					4,61,100.00 Dr		7,882.92 Dr
4,61,100.00 Dr		*9-Jun-2008*	*31-Jul-2008*	*52 days*	*12 %*	*7,882.92 Dr*		
10-Jun-2008	19					2,57,300.00 Dr		507.55 Dr
2,57,300.00 Dr		*25-Jul-2008*	*31-Jul-2008*	*6 days*	*12 %*	*507.55 Dr*		
10-Jul-2008	31					3,76,900.00 Dr		2,099.21 Dr
95,300.00 Dr		*24-Aug-2008*	*30-Oct-2008*	*67 days*	*12 %*	*2,099.21 Dr*		
10-Aug-2008	36					2,52,100.00 Dr		2,983.76 Dr
2,52,100.00 Dr		*24-Sep-2008*	*30-Oct-2008*	*36 days*	*12 %*	*2,983.76 Dr*		
10-Sep-2008	41					2,52,100.00 Dr		414.41 Dr
2,52,100.00 Dr		*25-Oct-2008*	*30-Oct-2008*	*5 days*	*12 %*	*414.41 Dr*		
10-Oct-2008	47					2,57,300.00 Dr		4,225.57 Dr
2,56,800.00 Dr		*24-Nov-2008*	*31-Dec-2008*	*37 days*	*12 %*	*3,123.81 Dr*		
56,800.00 Dr		*31-Dec-2008*	*28-Feb-2009*	*59 days*	*12 %*	*1,101.76 Dr*		
26-Nov-2008	54					5,22,500.00 Dr		8,417.26 Dr
5,22,500.00 Dr		*10-Jan-2009*	*28-Feb-2009*	*49 days*	*12 %*	*8,417.26 Dr*		
10-Dec-2008	60					2,62,500.00 Dr	**2,41,800.00 Dr**	5,484.92 Dr
2,62,500.00 Dr		*24-Jan-2009*	*28-Feb-2009*	*35 days*	*12 %*	*3,020.55 Dr*		
2,41,800.00 Dr		*28-Feb-2009*	*31-Mar-2009*	*31 days*	*12 %*	*2,464.37 Dr*		
						26,41,800.00 Dr	**2,41,800.00 Dr**	32,015.60 Dr

Figure 2.32 Interest Calculations

2.30 Confirmation Letter

Go to **Gateway of Tally > Display > Account Books > Ledger** (select the required ledger and press Enter) > press **Alt+P** and select the **Confirmation of A/cs** as Style of Report and press **Enter**

To : **Silverplus Computers**
123, Raja Marg,
Bannergatta Road,
Bangalore

From : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Dear Sir/Madam,

Dated: 1-Apr-2009

Sub: Confirmation of Accounts
1-Apr-2008 to 31-Mar-2009

Given below is the details of your Accounts as standing in my/our Books of Accounts for the above mentioned period.

Kindly return 3 copies stating your I.T. Permanent A/c No., duly signed and sealed, in confirmation of the same. Please note that if no reply is received from you within a fortnight, it will be assumed that you have accepted the balance shown below.

Date	Particulars	Debit Amount	Date	Particulars	Credit Amount
25-Apr-2008	Sales - 10	4,61,100.00			
10-Jun-2008	Sales - 24	2,57,300.00			
10-Jul-2008	Sales - 37	3,76,900.00	31-Jul-2008	Bank	10,00,000.00
10-Aug-2008	Sales - 46	2,52,100.00			
10-Sep-2008	Sales - 55	2,52,100.00			
10-Oct-2008	Sales - 63	2,57,300.00	30-Oct-2008	Bank	6,00,000.00
26-Nov-2008	Sales - 79	5,22,500.00			
10-Dec-2008	Sales - 87	2,62,500.00	31-Dec-2008	Bank	2,00,000.00
25-Feb-2009	Sales - 107	5,22,500.00	28-Feb-2009	Bank	6,00,000.00
25-Mar-2009	Sales - 114	5,22,500.00			
		36,86,800.00			**24,00,000.00**
				Closing Balance	**12,86,800.00**
		36,86,800.00			**36,86,800.00**

I/We hereby confirm the above

Yours faithfully,

I.T. PAN No. : AQBPP15258

Our I.T. PAN No. : EEENM16586

Figure 2.33 Confirmation Letter

2.31 Reminder Letter

Go to **Gateway of Tally > Display > Statement of Accounts > Outstandings > Ledger** (select the required Ledger and press **Enter**) > press **Alt+P** and set '**Print Reminder Letter**' to '**Yes**' (specify the required slabs) and press **Enter**

To : **Silverplus Computers**
123, Raja Marg,
Bannergatta Road,
Bangalore

From : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Dear Sir/Madam,

Dated : **1-Apr-2009**

Sub : Outstandings

Given below is the detail of amounts outstanding against your name in our books till today.

We request you to take immediate steps for settling the overdue bills and oblige.

Date	Particulars	Due on	Overdue by	(< 30 days)	30 to 60 days	60 to 90 days	90 to 120 days	(> 120 days)
10-Dec-2008	60	24-Jan-2009	(66 days)			2,41,800.00		
25-Feb-2009	77	11-Apr-2009		5,22,500.00				
25-Mar-2009	81	9-May-2009		5,22,500.00				
				10,45,000.00		2,41,800.00		
Total		12,86,800.00 Dr						

Yours faithfully,

Figure 2.34 Reminder Letter

2.32 Statistics

Go to **Gateway of Tally > Display > Statement of Accounts > Statistics**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Statistics
1-Apr-2008 to 31-Mar-2009

Types of Vouchers	1-Apr-2008 to 31-Mar -2009
Attendance	23
Bank Pay	0
Commercial Invoice	0
Contra	30
Credit Note	3
Debit Note	4
Delivery Note	25
Excise - Purchase	0
Excise - Sales	0
Journal	91
Memorandum	2
Mfg Journal	23
Payment	378
Payroll	37
Physical Stock	0
Purchase	96
Purchase Order	24
Receipt	117
Receipt Note	23
Rejections In	1
Rejections Out	2
Reversing Journal	1
Sales	117
Sales Order	1
Stock Journal	3
Total	1,001

Types of Accounts	1-Apr-2008 to 31-Mar -2009
Groups	59
Ledgers	250
Cost Categories	4
Cost Centres	5
Stock Groups	9
Stock Categories	11
Stock Items	33
Godowns	6
Voucher Types	25
Units	12
Currencies	2
Budgets & Scenarios	7
Attendance/Production Types	3
Employee Groups	3
Employees	6

Figure 2.35 Statistics

3. Inventory Registers and Reports

3.1 Stock Summary

Go to **Gateway of Tally > Stock Summary** > press **F12** and set **Show Opening Balance, Goods Inwards, Goods Outwards** and **Closing Balance** to **'Yes'**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Stock Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Inwards			Outwards			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Accessories	**9,600 Nos**	7.02	**67,370.00**	**8,805 Nos**	9.91	**87,252.00**	**795 Nos**	19.87	**15,792.76**
CDROM Disks 100s	20 Box	450.00	9,000.00	15 Box	700.00	10,500.00	5 Box	450.00	2,250.00
CDROM Disks 10s	49 Box	162.04	7,940.00	46 Box	212.28	9,765.00	3 Box	77.08	231.25
CDROM Jackets	500 Box	15.00	7,500.00	495 Box	22.21	10,995.00	5 Box	15.00	75.00
Dust Covers	615 Nos	36.96	22,733.00	540 Nos	66.54	35,930.90	75 Nos	36.96	2,772.32
Floppy Disk	10 Box	100.00	1,000.00	6 Box	125.00	750.00	4 Box	100.00	400.00
KeyBoard	10 Nos	550.00	5,500.00				10 Nos	550.00	5,500.00
Mouse	10 Nos	400.00	4,000.00				10 Nos	400.00	4,000.00
Mouse Pad	1,375 Nos	7.05	9,697.00	1,295 Nos	14.91	19,311.10	80 Nos	7.05	564.19
Components			**79,01,690.00**			**80,03,602.10**			**2,573.22**
USB Pen Drives 64 /	442 Nos	1,524.71	6,73,920.00	441 Nos	1,524.43	6,72,273.50	1 Nos	1,524.71	1,524.71
Wireless Keyboard	534 Nos	692.45	3,69,770.00	533 Nos	799.61	4,26,194.65	1 Nos	692.45	692.45
Wireless Mouse	619 Nos	356.06	2,20,400.00	618 Nos	464.70	2,87,187.20	1 Nos	356.06	356.06
Computers	**532 Nos**	17,907.88	**95,26,993.70**	**531 Nos**	22,929.38	**1,21,75,500.00**	**1 Nos**		
IBM	13 Nos	17,230.77	2,24,000.00	12 Nos	24,958.33	2,99,500.00	1 Nos		
Defective Items			**600.00**						**600.00**
CDROM Disks 10s - D	5 Box	120.00	600.00				5 Box	120.00	600.00
Dot Matrix Printers			**5,38,000.00**			**7,16,200.00**			**14,000.00**
TVS MSP 245 132 Col	30 Nos	8,100.00	2,43,000.00	29 Nos	11,344.83	3,29,000.00	1 Nos	8,100.00	8,100.00
TVS MSP 245 80 Col	50 Nos	5,900.00	2,95,000.00	49 Nos	7,902.04	3,87,200.00	1 Nos	5,900.00	5,900.00
Laser Jet Printers			**8,80,000.00**			**10,91,500.00**			**17,400.00**
HP Laserjet 1010 Se	60 Nos	9,200.00	5,52,000.00	59 Nos	11,949.15	7,05,000.00	1 Nos	9,200.00	9,200.00
Samsung Laserjet 15	40 Nos	8,200.00	3,28,000.00	39 Nos	9,910.26	3,86,500.00	1 Nos	8,200.00	8,200.00
IMFL	500 Lts	400.00	2,00,000.00	480 Lts	600.00	2,88,000.00	20 Lts	400.00	8,000.00
Main Location	500 Lts	400.00	2,00,000.00	480 Lts	600.00	2,88,000.00	20 Lts	400.00	8,000.00
Timber	1,825 MT	6,364.83	1,16,15,812.50	1,625 MT	9,233.85	1,50,05,000.00	200 MT	6,364.83	12,72,965.75
Main Location	1,825 MT	6,364.83	1,16,15,812.50	1,625 MT	9,233.85	1,50,05,000.00	200 MT	6,364.83	12,72,965.75
Timber - OTFL	2,000 MT	275.00	5,50,000.00	1,900 MT	600.00	11,40,000.00	100 MT	275.00	27,500.00
Main Location	2,000 MT	275.00	5,50,000.00	1,900 MT	600.00	11,40,000.00	100 MT	275.00	27,500.00
Grand Total			**3,12,80,466.20**			**3,85,07,054.10**			**13,58,831.73**

Figure 3.1 Stock Summary

3.2 Stock Summary - Gross Profit

Go to **Gateway of Tally > Stock Summary** > press **F12** and set **Show Opening Balance, Goods Inwards, Goods Outwards** and **Closing Balance** to **'Yes'** > press **F7**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Stock Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Inwards			Outwards						Closing Balance		
	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Consumption	Gross Profit	Perc %	Quantity	*Rate*	Value
Accessories	9,600 Nos	*7.02*	67,370.00	8,805 Nos	*9.91*	87,252.00	51,577.24	35,674.76	40.89 %	795 Nos	*19.87*	15,792.76
Components			79,01,690.00			80,03,602.10	78,99,116.78	1,04,485.32	1.31 %			2,573.22
Computers	532 Nos	*17,907.88*	95,26,993.70	531 Nos	*22,929.38*	1,21,75,500.00	95,26,993.70	26,48,506.30	21.75 %	1 Nos		
Defective Items			600.00									600.00
Dot Matrix Printe			5,38,000.00			7,16,200.00	5,24,000.00	1,92,200.00	26.84 %			14,000.00
Laser Jet Printer			8,80,000.00			10,91,500.00	8,62,600.00	2,28,900.00	20.97 %			17,400.00
IMFL	500 Lts	*400.00*	2,00,000.00	480 Lts	*600.00*	2,88,000.00	1,92,000.00	96,000.00	33.33 %	20 Lts	*400.00*	8,000.00
Timber	1,825 MT	*6,364.83*	1,16,15,812.50	1,625 MT	*9,233.85*	1,50,05,000.00	1,03,42,846.75	46,62,153.25	31.07 %	200 MT	*6,364.83*	12,72,965.75
Timber - OTFL	2,000 MT	*275.00*	5,50,000.00	1,900 MT	*600.00*	11,40,000.00	5,22,500.00	6,17,500.00	54.17 %	100 MT	*275.00*	27,500.00
Grand Total			3,12,80,466.20			3,85,07,054.10	2,99,21,634.47	85,85,419.63	22.30 %			13,58,831.73

Figure 3.2 Stock Summary - Gross Profit

3.3 Stock Category Summary

Go to **Gateway of Tally > Display > Statement of Inventory > Categories** (select **Primary** and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Stock Category Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Inwards			Outwards			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Accessories	**9,600 Nos**	7.02	**67,370.00**	**8,805 Nos**	9.91	**87,252.00**	**795 Nos**	19.87	**15,792.76**
CDROM Disks 100s	20 Box	450.00	9,000.00	15 Box	700.00	10,500.00	5 Box	450.00	2,250.00
CDROM Disks 10s	49 Box	162.04	7,940.00	46 Box	212.28	9,765.00	3 Box	77.08	231.25
CDROM Jackets	500 Box	15.00	7,500.00	495 Box	22.21	10,995.00	5 Box	15.00	75.00
Dust Covers	615 Nos	36.96	22,733.00	540 Nos	66.54	35,930.90	75 Nos	36.96	2,772.32
Floppy Disk	10 Box	100.00	1,000.00	6 Box	125.00	750.00	4 Box	100.00	400.00
KeyBoard	10 Nos	550.00	5,500.00				10 Nos	550.00	5,500.00
Mouse	10 Nos	400.00	4,000.00				10 Nos	400.00	4,000.00
Mouse Pad	1,375 Nos	7.05	9,697.00	1,295 Nos	14.91	19,311.10	80 Nos	7.05	564.19
Consumables	**3,670 Nos**	2,153.05	**79,01,690.00**	**3,667 Nos**	2,182.60	**80,03,602.10**	**3 Nos**	857.74	**2,573.22**
USB Pen Drives 64	442 Nos	1,524.71	6,73,920.00	441 Nos	1,524.43	6,72,273.50	1 Nos	1,524.71	1,524.71
Wireless Keyboard	534 Nos	692.45	3,69,770.00	533 Nos	799.61	4,26,194.65	1 Nos	692.45	692.45
Wireless Mouse	619 Nos	356.06	2,20,400.00	618 Nos	464.70	2,87,187.20	1 Nos	356.06	356.06
Defective Items	**5 Box**	120.00	**600.00**				**5 Box**	120.00	**600.00**
CDROM Disks 10s - D	5 Box	120.00	600.00				5 Box	120.00	600.00
Hewlett Packard	**240 Nos**	3,062.50	**7,35,000.00**	**239 Nos**	3,956.07	**9,45,500.00**	**1 Nos**	9,200.00	**9,200.00**
HP Laserjet 1010 Se	60 Nos	9,200.00	5,52,000.00	59 Nos	11,949.15	7,05,000.00	1 Nos	9,200.00	9,200.00
IBM	**13 Nos**	17,230.77	**2,24,000.00**	**12 Nos**	24,958.33	**2,99,500.00**	**1 Nos**		
IBM PIV	7 Nos	19,142.86	1,34,000.00	6 Nos	24,916.67	1,49,500.00	1 Nos		
Samsung	**40 Nos**	8,200.00	**3,28,000.00**	**39 Nos**	9,910.26	**3,86,500.00**	**1 Nos**	8,200.00	**8,200.00**
Samsung Laserjet 1	40 Nos	8,200.00	3,28,000.00	39 Nos	9,910.26	3,86,500.00	1 Nos	8,200.00	8,200.00
TVS Electronics	**80 Nos**	6,725.00	**5,38,000.00**	**78 Nos**	9,182.05	**7,16,200.00**	**2 Nos**	7,000.00	**14,000.00**
TVS MSP 245 132 Co	30 Nos	8,100.00	2,43,000.00	29 Nos	11,344.83	3,29,000.00	1 Nos	8,100.00	8,100.00
TVS MSP 245 80 Col	50 Nos	5,900.00	2,95,000.00	49 Nos	7,902.04	3,87,200.00	1 Nos	5,900.00	5,900.00
IMFL	500 Lts	400.00	2,00,000.00	480 Lts	600.00	2,88,000.00	20 Lts	400.00	8,000.00
Main Location	500 Lts	400.00	2,00,000.00	480 Lts	600.00	2,88,000.00	20 Lts	400.00	8,000.00
Timber	1,825 MT	6,364.83	1,16,15,812.50	1,625 MT	9,233.85	1,50,05,000.00	200 MT	6,364.83	12,72,965.75
Main Location	1,825 MT	6,364.83	1,16,15,812.50	1,625 MT	9,233.85	1,50,05,000.00	200 MT	6,364.83	12,72,965.75
Timber - OTFL	2,000 MT	275.00	5,50,000.00	1,900 MT	600.00	11,40,000.00	100 MT	275.00	27,500.00
Main Location	2,000 MT	275.00	5,50,000.00	1,900 MT	600.00	11,40,000.00	100 MT	275.00	27,500.00
Grand Total			**2,21,60,472.50**			**2,68,71,554.10**			**13,58,831.73**

Figure 3.3 Stock Category Summary

3.4 Purchase Order

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F4**

PURCHASE ORDER

Invoice To **Universal Enterprises** Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Order No. **1**	Dated **5-Apr-2008**
		Mode/Terms of Payment **30 Days**
	Supplier's Ref. **GE/001**	Other Reference(s)
Supplier **Vinayaga Trading Company** 178 kaveri J.P. Nagar 3rd Phase 5th Main Bangalore Karnataka 560078	Despatch through **Global Travels**	Destination **Bangalore**
	Terms of Delivery **Cash on Delivery**	

Description of Goods	Due on	Quantity	Rate	per	Disc. %	Amount
Wireless Mouse	7-Apr-2008	**10 Nos**	450.00	Nos		**4,500.00**
Wireless Keyboard	7-Apr-2008	**10 Nos**	765.00	Nos		**7,650.00**
Monitor	7-Apr-2008	**10 Nos**	3,255.00	Nos		**32,550.00**
Hard Disk	7-Apr-2008	**10 Nos**	4,205.00	Nos		**42,050.00**
Floppy Drive	7-Apr-2008	**10 Nos**	275.00	Nos		**2,750.00**
Mother Board	7-Apr-2008	**10 Nos**	5,215.00	Nos		**52,150.00**
Pentium - IV Processor	7-Apr-2008	**10 Nos**	3,955.00	Nos		**39,550.00**
Mouse Pad	7-Apr-2008	**10 Nos**	10.00	Nos		**100.00**
USB Pen Drives 64 MB	7-Apr-2008	**10 Nos**	1,615.00	Nos		**16,150.00**
Dust Covers	7-Apr-2008	**10 Nos**	42.00	Nos		**420.00**
Total		**100 Nos**				**1,97,870.00**

Amount Chargeable (in words) *E. & O.E*

Rs. One Lakh Ninety Seven Thousand Eight Hundred Seventy Only

Company's VAT TIN : **72568562431**
Company's CST No. : **32547852161**
Buyer's VAT TIN/Sales Tax No. : **56852425612**

for Universal Enterprises

Authorised Signatory

Figure 3.4 Purchase Order

3.5 Receipt Note

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F9**

Receipt Note

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Receipt Note No. **3**	Dated **7-May-2008**
	Supplier's Ref. **GE/003**	Other Reference(s)
Supplier **Mahaveer Computers** I/15 DREAM HOME CHPL SMRITI NAGAR NEAR MODEL TOWN MYSORE KARNATAKA		

Description of Goods	Quantity	Rate	per	Disc. %	Amount
Wireless Mouse	**15 Nos**	400.00	Nos		**6,000.00**
Wireless Keyboard	**15 Nos**	750.00	Nos		**11,250.00**
Monitor	**15 Nos**	3,150.00	Nos		**47,250.00**
Hard Disk	**15 Nos**	4,150.00	Nos		**62,250.00**
Floppy Drive	**15 Nos**	250.00	Nos		**3,750.00**
Mother Board	**15 Nos**	5,180.00	Nos		**77,700.00**
Pentium - IV Processor	**15 Nos**	3,800.00	Nos		**57,000.00**
Mouse Pad	**15 Nos**	8.00	Nos		**120.00**
USB Pen Drives 64 MB	**15 Nos**	1,600.00	Nos		**24,000.00**
Dust Covers	**15 Nos**	40.00	Nos		**600.00**
Total	**150 Nos**				**2,89,920.00**

Amount Chargeable (in words) *E. & O.E*

Rs. Two Lakh Eighty Nine Thousand Nine Hundred Twenty Only

Company's TIN/Sales Tax No. : **58542474521**
Buyer's VAT TIN : **72568562431**
Buyer's CST No. : **32547852161**

for Universal Enterprises

Authorised Signatory

Figure 3.5 Receipt Note

3.6 Purchase Voucher

Go to **Gateway of Tally > Accounting Vouchers >** press **F9**

INVOICE

Challenger Systems Block-36 Cross Street-1 Sector-1 Gurgaon	Invoice No. **86**	Dated **8-Feb-2009**
	Supplier's Ref. **GE/020**	Other Reference(s)
Consignee **Universal Enterprises** Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com		

Description of Goods	Quantity	Rate	per	Disc. %	Amount
Wireless Mouse	**25 Nos**	350.00	Nos		**8,750.00**
Wireless Keyboard	**25 Nos**	700.00	Nos		**17,500.00**
Monitor	**25 Nos**	3,000.00	Nos		**75,000.00**
Hard Disk	**25 Nos**	4,000.00	Nos		**1,00,000.00**
Floppy Drive	**25 Nos**	200.00	Nos		**5,000.00**
Mother Board	**25 Nos**	5,000.00	Nos		**1,25,000.00**
Pentium - IV Processor	**25 Nos**	3,500.00	Nos		**87,500.00**
Mouse Pad	**25 Nos**	7.00	Nos		**175.00**
USB Pen Drives 64 MB	**25 Nos**	1,500.00	Nos		**37,500.00**
Dust Covers	**25 Nos**	35.00	Nos		**875.00**
					4,57,300.00
Input VAT @ 4%		4	%		**18,292.00**
Total	**250 Nos**				**4,75,592.00**

Amount Chargeable (in words) *E. & O.E*

Rs. Four Lakh Seventy Five Thousand Five Hundred Ninety Two Only

Company's TIN/Sales Tax No. : **45784512451**
Buyer's VAT TIN : **72568562431**
Buyer's CST No. : **32547852161**

for Challenger Systems

Authorised Signatory

Figure 3.6 Purchase Invoice

3.7 Sales Order

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F5**

SALES ORDER

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Order No. **1**	Dated **1-Jun-2008**
		Mode/Terms of Payment **30 Days Credit**
	Buyer's Ref. **1578**	Other Reference(s)
Invoice to **Computer Junction** #10, 6th Main Shivajinagar Pune Maharashtra	Despatch through **Road Transport**	Destination **Pune**
	Terms of Delivery **COD if delivered within 7Days**	

Description of Goods	Due on	Quantity	Rate	per	Disc. %	Amount
IBM PIV	30-Jun-2008	**1 Nos**	24,000.00	Nos		**24,000.00**
Total		**1 Nos**				**24,000.00**

Amount Chargeable (in words) *E. & O.E*

Rs. Twenty Four Thousand Only

Company's VAT TIN : **72568562431**
Company's CST No. : **32547852161**
Buyer's VAT TIN/Sales Tax No. : **72567845125**

for Universal Enterprises

Authorised Signatory

Figure 3.7 Sales Order

3.8 Delivery Note

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F8**

DELIVERY NOTE

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Delivery Note No. **51**	Dated **10-Nov-2008**
		Mode/Terms of Payment **90 Days**
	Supplier's Ref.	Other Reference(s) **11452**
Buyer **Worldwide Computers** 4/1 Shastri Nagar G.E Road Near Maurya Cinemas Mysore	Buyer's Order No. **G002**	Dated **1-Nov-2008**
	Despatch Document No. **D001/45/S2**	Dated
	Despatched through **Pandit Travels**	Destination **Mysore**
	Terms of Delivery **COD if delivered on site**	

Description of Goods	Quantity	Rate	per	Disc. %	Amount
Assembled PIV	**15 Nos**	22,000.00	Nos		**3,30,000.00**
Transportation & Packaging					**2,500.00**
CST Tax @ 4%		4	%		**13,200.00**
Total	**15 Nos**				**3,40,700.00**

Amount Chargeable (in words) *E. & O.E*

Rs. Three Lakh Forty Thousand Seven Hundred Only

Company's VAT TIN : **72568562431**
Company's CST No. : **32547852161**
Buyer's VAT TIN/Sales Tax No. : **56457845121**

Recd. in Good Condition	**for Universal Enterprises** Authorised Signatory

Figure 3.8 Delivery Note

3.9 Sales Invoice with Single Item

Go to **Gateway of Tally > Accounting Vouchers >** press **F8**

INVOICE

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Invoice No. **39**	Dated **13-Jul-2008**
	Delivery Note **DN/006**	Mode/Terms of Payment **30 Days**
	Supplier's Ref.	Other Reference(s) **8754**
Buyer **Janata Timbers** #23/1 4th Block Jayanagar Bangalore	Buyer's Order No.	Dated
	Despatch Document No. **DD45781**	Dated **13-Jul-2008**
	Despatched through **Susmit Travels**	Destination **Bangalore**
	Terms of Delivery **Delivery within 15 Days**	

Sl No.	Description of Goods	Quantity	Rate	per	Disc. %	Amount
1	**Timber**	**65 MT**	8,650.00	MT		**5,62,250.00**
	TCS @ 2.5% - TUFL		2.83	%		**15,926.00**
						5,78,176.00
	Output VAT @ 12.5%		12.50	%		**72,272.00**
	Total	**65 MT**				**6,50,448.00**

Amount Chargeable (in words) *E. & O.E*

Rs. Six Lakh Fifty Thousand Four Hundred Forty Eight Only

Company's VAT TIN : **72568562431**
Company's CST No. : **32547852161**
Buyer's VAT TIN/Sales Tax No. : **54471363591**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Universal Enterprises

Authorised Signatory

This is a Computer Generated Invoice

Figure 3.9 Sales Invoice with Single Item

3.10 Sales Invoice with Multiple Items

Go to **Gateway of Tally > Accounting Vouchers >** press **F8** > (press **F12** and set '**Use Common Ledger A/c for Item Allocation**' to '**No**')

INVOICE

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Invoice No. **40**	Dated **19-Jul-2008**
	Delivery Note **DN/778**	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Venkateshwara Softwares** 131, New Civic Centre Behind Geet Cinemas Bangalore	Buyer's Order No.	Dated
	Despatch Document No. **DD45781**	Dated **1-Jul-2008**
	Despatched through **Susmit Travels**	Destination **Bangalore**
	Terms of Delivery **Delivery within 7Days**	

Sl No.	Description of Goods	Quantity	Rate	per	Dist. %	Amount
1	**TVS MSP 245 80 Col Printer**	**12 Nos**	9,100.00	Nos		**1,09,200.00**
2	**HP 51645A**	**10 Nos**	1,500.00	Nos		**15,000.00**
						1,24,200.00
	Output VAT @ 12.5%		*12.50*	%		**15,525.00**
	Total	**22 Nos**				**1,39,725.00**

Amount Chargeable (in words) *E. & O.E*

Rs. One Lakh Thirty Nine Thousand Seven Hundred Twenty Five Only

Company's VAT TIN : **72568562431**
Company's CST No. : **32547852161**
Buyer's VAT TIN/Sales Tax No. : **65214578451**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Universal Enterprises

Authorised Signatory

This is a Computer Generated Invoice

Figure 3.10 Sales Invoice with Multiple Items

3.11 Rejections In Voucher

Go to **Gateway of Tally > Inventory Vouchers >** press **Ctrl+F6**

Rejection In

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Rejection In No. **1**	Dated **31-Dec-2008**
Consignee **Global Traders** 450, JP Nagar 3rd Phase 4th Main Cross Street-3 Bangalore Karnataka		

Description of Goods	Quantity		Rate	per	Amount
	Shipped	Billed			
USB Pen Drives 64 MB	2 Nos	**2 Nos**	1,500.00	Nos	**3,000.00**
Total	**2 Nos**	**2 Nos**			**3,000.00**

Amount Chargeable (in words) *E. & O.E*

Rs. Three Thousand Only

for Universal Enterprises

Authorised Signatory

Figure 3.11 Rejections In Voucher

3.12 Rejections Out Voucher

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F6**

Rejection Out

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra Bangalore E-mail : sales@universalenterprises.com	Rejection Out No. 2	Dated 2-Aug-2008
Consignee **New Era Computers** 131, New Civic Centre Near Geet Cinemas Bangalore		

Description of Goods	Quantity		Rate	per	Amount
	Shipped	Billed			
Wireless Keyboard	1 Nos	**1 Nos**	680.00	Nos	**680.00**
Total	**1 Nos**	**1 Nos**			680.00

Amount Chargeable (in words) *E. & O.E*

Rs. Six Hundred Eighty Only

for Universal Enterprises

Authorised Signatory

Figure 3.12 Rejections Out Voucher

3.13 Purchase Order Book

Go to **Gateway of Tally > Display > Inventory Books > Purchase Orders Book**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Order Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
5-4-2008	Vinayaga Trading Corporation	Purchase Order	1		1,97,870.00
20-4-2008	Top Computers	Purchase Order	2		3,65,840.00
5-5-2008	Mahaveer Computers	Purchase Order	3		2,89,920.00
21-5-2008	Maruthi Traders	Purchase Order	4		4,57,300.00
5-6-2008	Vinayaga Trading Corporation	Purchase Order	5		1,97,870.00
20-6-2008	Challenger Systems	Purchase Order	6		3,65,840.00
5-7-2008	Sai Infotech (P) Ltd.,	Purchase Order	7		2,89,920.00
20-7-2008	Infinite Infosolutions	Purchase Order	8		1,97,870.00
6-8-2008	Vinayaga Trading Corporation	Purchase Order	9		1,97,870.00
20-8-2008	Mahaveer Computers	Purchase Order	10		2,89,920.00
5-9-2008	Infinite Infosolutions	Purchase Order	11		1,97,870.00
20-9-2008	Top Computers	Purchase Order	12		3,65,840.00
5-10-2008	Maruthi Traders	Purchase Order	13		3,65,840.00
20-10-2008	Challenger Systems	Purchase Order	14		3,65,840.00
5-11-2008	Sai Infotech (P) Ltd.,	Purchase Order	15		2,89,920.00
20-11-2008	Top Computers	Purchase Order	16		3,65,840.00
5-12-2008	Infinite Infosolutions	Purchase Order	17		1,97,870.00
20-12-2008	Top Computers	Purchase Order	18		3,65,840.00
2-1-2009	NextGen Systems	Purchase Order	19		1,800.00
5-1-2009	Maruthi Traders	Purchase Order	20		3,65,840.00
5-2-2009	Challenger Systems	Purchase Order	21		4,57,300.00
20-2-2009	Top Computers	Purchase Order	22		8,23,140.00
5-3-2009	Maruthi Traders	Purchase Order	23		3,65,840.00
20-3-2009	Challenger Systems	Purchase Order	24		3,65,840.00
			Total:		77,44,840.00

Figure 3.13 Purchase Order Book

3.14 Sales Order Book

Go to **Gateway of Tally > Display > Inventory Books > Sales Orders Book**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Order Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars			Vch Type	Vch No.	Debit Amount	Credit Amount
1-6-2008	**Computer Junction**			**Sales Order**	1	**24,000.00**	
	Advertisement Charges						**24,000.00**
	IBM PIV	1 Nos	24,000.00/Nos	24,000.00			
	Sales order booked for IBM PIV 1 No.						
					Total:	**24,000.00**	

Figure 3.14 Sales Order Book

3.15 Sales Order Book with Profit

Go to **Gateway of Tally > Display > Inventory Books > Sales Orders Book >** press **F7 (**Show Profit**)**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Order Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars			Vch Type	Vch No.	Transaction Value	Gross Revenue	Cost	Gross Profit	%-age
1-6-2008	**Computer Junction**			**Sales Order**	1	**24,000.00**	**24,000.00**	**19,142.86**	**4,857.14**	20.24 %
	Advertisement Charges								**24,000.00**	
	IBM PIV	1 Nos	24,000.00/Nos			24,000.00				
	Sales order booked for IBM PIV 1 No.									
					Total:	**24,000.00**	**24,000.00**	**19,142.86**	**4,857.14**	20.24 %

Figure 3.15 Sale Order Book with Profit

3.16 Purchase Order Summary

Go to **Gateway of Tally > Display > Statements of Inventory > Purchase Order Summary**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Order Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Purchase Orders Outstanding		
	On Order		
	Quantity	Rate	Value
Accessories	**140 Nos**	*23.14*	**3,240.00**
Dust Covers	*70 Nos*	38.00	*2,660.00*
Mouse Pad	*70 Nos*	8.29	*580.00*
Components			**13,22,050.00**
Floppy Drive	*70 Nos*	232.14	*16,250.00*
Hard Disk	*70 Nos*	4,087.86	*2,86,150.00*
Monitor	*70 Nos*	3,109.29	*2,17,650.00*
Mother Board	*70 Nos*	5,092.14	*3,56,450.00*
Pentium - IV Processor	*70 Nos*	3,695.00	*2,58,650.00*
USB Pen Drives 64 MB	*70 Nos*	1,549.29	*1,08,450.00*
Wireless Keyboard	*70 Nos*	727.86	*50,950.00*
Wireless Mouse	*70 Nos*	392.86	*27,500.00*
Grand Total	**140 Nos**		**13,25,290.00**

Figure 3.16 Purchase Order Summary

3.17 Sales Order Summary

Go to **Gateway of Tally > Display > Statements of Inventory > Sales Order Summary**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Order Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Sales Orders Outstanding		
	On Order		
	Quantity	Rate	Value
Computers	**1 Nos**	*24,000.00*	**24,000.00**
IBM	1 Nos	24,000.00	24,000.00
Grand Total	**1 Nos**		**24,000.00**

Figure 3.17 Sales Order Summary

3.18 Purchase Bills Pending

Go to **Gateway of Tally > Display >Statements of Inventory > Purchase Bills Pending**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Purchase Bills Pending
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Tracking Number	Partys' Name	Name of Item	Batch/Lot Number	Godown	Pending Quantity	Rate	Value
Goods Recd. but Bills not Recd. :								
5-Apr-2008	12127	Vinayaga Trading Corporation	Wireless Keyboard	Primary Batch	Stores	20 Nos	450.00	9,000.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Wireless Mouse	Primary Batch	Stores	10 Nos	450.00	4,500.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Monitor	Primary Batch	Stores	10 Nos	3,255.00	32,550.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Hard Disk	Primary Batch	Stores	10 Nos	4,205.00	42,050.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Floppy Drive	Primary Batch	Stores	10 Nos	275.00	2,750.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Mother Board	Primary Batch	Stores	10 Nos	5,215.00	52,150.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Pentium - IV Processor	Primary Batch	Stores	10 Nos	3,955.00	39,550.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Mouse Pad	Primary Batch	Stores	10 Nos	10.00	100.00
7-Jun-2008	12127	Vinayaga Trading Corporation	USB Pen Drives 64 MB	Primary Batch	Stores	10 Nos	1,615.00	16,150.00
7-Jun-2008	12127	Vinayaga Trading Corporation	Dust Covers	Primary Batch	Stores	10 Nos	42.00	420.00
						110 Nos		1,99,220.00

Figure 3.18 Purchase Bills Pending

3.19 Sales Bills Pending

Go to **Gateway of Tally > Display >Statements of Inventory > Sale Bills Pending**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Bills Pending
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Tracking Number	Partys' Name	Name of Item	Batch/Lot Number	Godown	Pending Quantity	Rate	Value
Goods Delivered but Bills not Made :								
25-Feb-2009	12144	Silverplus Computers	Assembled PIV	Primary Batch	Assembly Floor	15 Nos	25,000.00	3,75,000.00
	25-Feb-2009	Sale 108	(-)20 Nos @ 25,000.00					
	25-Feb-2009	Sale 109	(-)10 Nos @ 22,000.00					
	25-Feb-2009	Dely Note 72	20 Nos @ 22,000.00					
	25-Feb-2009	Dely Note 73	25 Nos @ 22,000.00					
						15 Nos		3,75,000.00

Figure 3.19 Sales Bills Pending

3.20 Stock Query

Go to **Gateway of Tally > Display >Statements of Inventory >Stock Query** (select the required Stock Item and press **Enter)**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

CDROM Disks 10s
Stock Query
1-Apr-2008 to 31-Mar-2009

Name	: **CDROM Disks 10s**	Part No.	: **CD001/56**
Group	: **Accessories**	Category	: **Accessories**
Closing Balance	: **3-0 Box**	Closing Value	: **231.25**
Cost Price	: **162.04/Box**	Std. Selling Price	: **200.00/Box**

Last Purchased on	: **24-Apr-2008**	Navin Traders	**23-0 Box @**	**90.00/Box**
Last Sold on	: **24-Apr-2008**	Global Traders	**35-0 Box @**	**200.00/Box**

Godown / Batch Details

Godown	Batch	Quantity
Defective Goods Stores	Primary Batch	6-0 Box
Stores	Primary Batch	(-)3-0 Box
	Total	**3-0 Box**

Items of the same Category

Item Name	Quantity	Cost	Sale Price
CDROM Disks 100s	5- 0 Box	**450.00**	**700.00**
CDROM Disks 10s	3-0 Box	**162.04**	**200.00**
CDROM Jackets	5-0 Box	**15.00**	**20.00**
Dust Covers	85 Nos	**37.04**	**100.00**
Floppy Disk	4-0 Box	**100.00**	**125.00**
KeyBoard	10 Nos	**550.00**	
Mouse	10 Nos	**400.00**	
Mouse Pad	90 Nos	**7.07**	**9.50**
Total	**815 Nos**		

Figure 3.20 Stock Query

3.21 Negative Stock

Go to **Gateway of Tally > Display > Exception Reports > Negative Stock**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Negative Stock
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Opening Balance			Inwards			Outwards			Closing Balance		
	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Quantity	*Rate*	Value
CDROM Disks 100s				20 Box	*450.00*	9,000.00	30 Box	*700.00*	21,000.00	(-)10 Box	*225.00*	2,250.00
Assembly Floor							15 Box	700.00	10,500.00	(-)15 Box		
Stores				20 Box	450.00	9,000.00	15 Box	700.00	10,500.00	5 Box	450.00	2,250.00
CDROM Disks 10s				49 Box	*162.04*	7,940.00	61 Box	*209.26*	12,765.00	(-)12 Box	*19.27*	231.25
Assembly Floor							15 Box	200.00	3,000.00	(-)15 Box		
Defective Goods Stor				1 Box	120.00	120.00	(-)5 Box	120.00	(-)600.00	6 Box	120.00	720.00
Stores				48 Box	162.92	7,820.00	51 Box	203.24	10,365.00	(-)3 Box	162.92	(-)488.75
Floppy Disk				10 Box	*100.00*	1,000.00	16 Box	*125.00*	2,000.00	(-)6 Box	*66.67*	400.00
Assembly Floor							10 Box	125.00	1,250.00	(-)10 Box		
Stores				10 Box	100.00	1,000.00	6 Box	125.00	750.00	4 Box	100.00	400.00
Floppy Drive				415 Nos	*218.07*	90,500.00	435 Nos	*205.93*	89,580.60	(-)20 Nos		
Assembly Floor							20 Nos	15.00	300.00	(-)20 Nos		
Grand Total				**3,005 Nos**		**1,08,440.00**	**4,205 Nos**		**1,25,345.60**	**(-)1,200 Nos**		**2,881.25**

Figure 3.21 Negative Stock

3.22 BOM - Cost Estimate

Go to **Gateway of Tally > Display >Statements of Inventory >Cost Estimation** (select the required Stock Group and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Item Estimates
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Qty	Cost	Amount
Assembled PIV	1 Nos	16,965.64/Nos	**16,965.64**
Mouse	*1 Nos*	*400.00/Nos*	*400.00*
KeyBoard	*1 Nos*	*550.00/Nos*	*550.00*
Monitor	*1 Nos*	*3,063.18/Nos*	*3,063.18*
Hard Disk	*1 Nos*	*4,054.94/Nos*	*4,054.94*
Floppy Drive	*1 Nos*	*219.41/Nos*	*219.41*
Mother Board	*1 Nos*	*5,060.82/Nos*	*5,060.82*
Pentium - IV Processor	*1 Nos*	*3,617.29/Nos*	*3,617.29*

Figure 3.22 Cost Estimation

3.23 Item Movement Analysis

Go to **Gateway of Tally > Display > Inventory Books > Movement Analysis >Stock Item Analysis** (select the required Stock Item and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Assembled PIV
Item Movement Analysis
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Movement Values			
	Quantity	*Basic Rate*	*Effective Rate*	Value
Movement Inward :				
Transfers Inward (Production) :				
Mfg Journal	415 Nos	*17,881.11*	*18,031.31*	74,82,993.70
	415 Nos		*18,031.31*	74,82,993.70
Movement Outward :				
Buyers :				
Computer World	75 Nos		*23,600.00*	17,70,000.00
Silverplus Computers	145 Nos		*24,275.86*	35,20,000.00
Universal Systems	55 Nos		*22,818.18*	12,55,000.00
Worldwide Computers	125 Nos		*22,600.00*	28,25,000.00
	400 Nos		*23,425.00*	93,70,000.00

Figure 3.23 Item Movement Analysis

3.24 Stock Ageing Analysis

Go to **Gateway of Tally > Display > Inventory Books > Ageing Analysis** (select '**Primary**' or the required Stock Group and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Stock Ageing Analysis
1-Apr-2008 to 31-Mar-2009

All Batches (Aged by Date of Purchase) — Page 1 (A)

Particulars	Expiry Date	Total	(< 60 days)		60 to 120 days	
		Quantity	Quantity	Value	Quantity	Value
CDROM Disks 100s		**5- 0 Box**				
Stores		*5- 0 Box*				
CDROM Disks 10s		**3-0 Box**				
Primary Batch (Defective Goods Stores)	*2-Apr-2008*	*6-0 Box*				
Primary Batch (Stores)	*2-Apr-2008*	*(-)3-0 Box*				
CDROM Disks 10s - Defective		**5-0 Box**				
Stores		*5-0 Box*				
CDROM Jackets		**5-0 Box**			**5-0 Box**	**75.00**
Stores		*5-0 Box*			*5-0 Box*	*75.00*
Dust Covers		**85 Nos**	**85 Nos**	**2,975.00**		
Stores		*85 Nos*	*85 Nos*	*2,975.00*		
Floppy Disk		**4-0 Box**				
Stores		*4-0 Box*				
Floppy Drive		**10 Nos**	**10 Nos**	**2,000.00**		
Stores		*10 Nos*	*10 Nos*	*2,000.00*		
Hard Disk		**10 Nos**	**10 Nos**	**40,000.00**		
Stores		*10 Nos*	*10 Nos*	*40,000.00*		
HP Laserjet 1010 Series		**1 Nos**				
Stores		*1 Nos*				
IBM PIV		**1 Nos**				
Defective Goods Stores		*1 Nos*				
IMFL		**20 Lts**				
Main Location		*20 Lts*				
KeyBoard		**10 Nos**				
Stores		*10 Nos*				
Monitor		**10 Nos**	**10 Nos**	**30,000.00**		
Stores		*10 Nos*	*10 Nos*	*30,000.00*		
Mother Board		**10 Nos**	**10 Nos**	**50,000.00**		
Stores		*10 Nos*	*10 Nos*	*50,000.00*		
Mouse		**10 Nos**				
Stores		*10 Nos*				
Mouse Pad		**90 Nos**	**90 Nos**	**630.00**		
Stores		*90 Nos*	*90 Nos*	*630.00*		
Pentium - IV Processor		**10 Nos**	**10 Nos**	**35,000.00**		
Stores		*10 Nos*	*10 Nos*	*35,000.00*		
Samsung Laserjet 1500		**1 Nos**				
Stores		*1 Nos*				
Timber		**200 MT**	**200 MT**	**11,75,000.00**		
Main Location		*200 MT*	*200 MT*	*11,75,000.00*		
Timber - OTFL		**100 MT**				
Main Location		*100 MT*				
TVS MSP 245 132 Col Printer		**1 Nos**				
Stores		*1 Nos*				
TVS MSP 245 80 Col Printer		**1 Nos**				
Stores		*1 Nos*				
USB Pen Drives 64 MB		**11 Nos**	**11 Nos**	**16,500.00**		
Stores		*11 Nos*	*11 Nos*	*16,500.00*		
Wireless Keyboard		**21 Nos**	**21 Nos**	**14,700.00**		
Stores		*21 Nos*	*21 Nos*	*14,700.00*		
Wireless Mouse		**11 Nos**	**11 Nos**	**3,850.00**		
Stores		*11 Nos*	*11 Nos*	*3,850.00*		
Grand Total				**13,70,655.00**	**5-0 Box**	**75.00**

Figure 3.24 Stock Ageing Analysis (Page 1)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Stock Ageing Analysis
1-Apr-2008 to 31-Mar-2009

All Batches (Aged by Date of Purchase) Page 1 (B)

Particulars	Expiry Date	120 to 180 days		(> 180 days)		Negative Stock
		Quantity	Value	Quantity	Value	Quantity
CDROM Disks 100s				**5- 0 Box**	**2,250.00**	
Stores				*5- 0 Box*	*2,250.00*	
CDROM Disks 10s				**6-0 Box**	**120.00**	**(-)3-0 Box**
Primary Batch (Defective Goods Stores)	*2-Apr-2008*			*6-0 Box*	*120.00*	
Primary Batch (Stores)	*2-Apr-2008*					*(-)3-0 Box*
CDROM Disks 10s - Defective				**5-0 Box**	**600.00**	
Stores				*5-0 Box*	*600.00*	
CDROM Jackets						
Stores						
Dust Covers						
Stores						
Floppy Disk				**4-0 Box**	**400.00**	
Stores				*4-0 Box*	*400.00*	
Floppy Drive						
Stores						
Hard Disk						
Stores						
HP Laserjet 1010 Series				**1 Nos**	**9,200.00**	
Stores				*1 Nos*	*9,200.00*	
IBM PIV				**1 Nos**		
Defective Goods Stores				*1 Nos*		
IMFL				**20 Lts**	**8,000.00**	
Main Location				*20 Lts*	*8,000.00*	
KeyBoard				**10 Nos**	**5,500.00**	
Stores				*10 Nos*	*5,500.00*	
Monitor						
Stores						
Mother Board						
Stores						
Mouse				**10 Nos**	**4,000.00**	
Stores				*10 Nos*	*4,000.00*	
Mouse Pad						
Stores						
Pentium - IV Processor						
Stores						
Samsung Laserjet 1500				**1 Nos**	**8,200.00**	
Stores				*1 Nos*	*8,200.00*	
Timber						
Main Location						
Timber - OTFL		**100 MT**	**25,000.00**			
Main Location		*100 MT*	*25,000.00*			
TVS MSP 245 132 Col Printer				**1 Nos**	**8,100.00**	
Stores				*1 Nos*	*8,100.00*	
TVS MSP 245 80 Col Printer				**1 Nos**	**5,900.00**	
Stores				*1 Nos*	*5,900.00*	
USB Pen Drives 64 MB						
Stores						
Wireless Keyboard						
Stores						
Wireless Mouse						
Stores						
Grand Total		**100 MT**	**25,000.00**		**52,270.00**	**(-)3-0 Box**

Figure 3.25 Stock Ageing Analysis (Page 2)

3.25 Price List

Go to **Gateway of Tally > Inventory Info. > Price List** (Select '**All Items**' or the required Stock Group and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Price List
Items under Accessories

Page 1

Category : **Wholesale** Applicable From: **5-Apr-2008**

S.No.	Name of Item	Quantities		Rate	Disc. % (if any)
		From:	*Less than*		
1.	**CDROM Disks 100s**		*6- 0 Box*	**40.00/Box**	
2.	**CDROM Disks 10s**		*10-0 Box*	**45.00/Box**	
3.	**CDROM Jackets**		*10-0 Box*	**15.00/Box**	
4.	**Dust Covers**		*6 Nos*	**45.00/Nos**	
		6 Nos	*12 Nos*	**45.00/Nos**	
		12 Nos		**45.00/Nos**	
5.	**Floppy Disk**		*25-0 Box*	**120.00/Box**	
6.	**KeyBoard**		*10 Nos*	**1,250.00/Nos**	
7.	**Mouse**		*10 Nos*	**450.00/Nos**	
8.	**Mouse Pad**		*20 Nos*	**10.00/Nos**	
		20 Nos	*40 Nos*	**10.00/Nos**	
		40 Nos		**10.00/Nos**	

Figure 3.26 Price List

3.26 Stock Transfer Register

Go to **Gateway of Tally > Display > Inventory Books > Stock Transfers** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Stock Journal Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Inwards Quantity	Outwards Quantity
9-4-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	1	10 Nos	
23-4-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	2	20 Nos	
30-4-2008	**CDROM Disks 10s - Defective** *Defective 5 box CDROM Disk 10s returned by Global Traders*	Stock Journal	1	5-0 Box	
1-5-2008	**CDROM Disks 10s** *Defective 1 BOX of CDROM 10s replaced with Free 1 box CDROM Disks 10s*	Stock Journal	2	1-0 Box	
8-5-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	3	15 Nos	
23-5-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	4	25 Nos	
8-6-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	5	10 Nos	
23-6-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	6	20 Nos	
9-7-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	7	15 Nos	
23-7-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	8	10 Nos	
8-8-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	9	10 Nos	
23-8-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	10	15 Nos	
8-9-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	11	10 Nos	
24-9-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	12	20 Nos	
8-10-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	13	20 Nos	
23-10-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	14	20 Nos	
8-11-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	15	15 Nos	
23-11-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	16	20 Nos	
30-11-2008	**Assembled PIV**	Stock Journal	3		
8-12-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	17	10 Nos	
23-12-2008	**Assembled PIV** *Being PIV Computers Assembled.*	Mfg Journal	18	20 Nos	

continued ...

Figure 3.27 Stock Transfer Register

Universal Enterprises
Stock Journal Register : 1-Apr-2008 to 31-Mar-2009 Page 2

Date	Particulars	Vch Type	Vch No.	Inwards Quantity	Outwards Quantity
8-1-2009	**Assembled PIV** *Being PIV Computers Assembled.*	**Mfg Journal**	19	**20 Nos**	
8-2-2009	**Assembled PIV** *Being PIV Computers Assembled.*	**Mfg Journal**	20	**25 Nos**	
23-2-2009	**Assembled PIV** *Being PIV Computers Assembled.*	**Mfg Journal**	21	**45 Nos**	
8-3-2009	**Assembled PIV** *Being PIV Computers Assembled.*	**Mfg Journal**	22	**20 Nos**	
24-3-2009	**Assembled PIV** *Being PIV Computers Assembled.*	**Mfg Journal**	23	**20 Nos**	

Figure 3.28 Stock Transfer Register

3.27 Reorder Status

Go to **Gateway of Tally > Display >Statements of Inventory > Reorder Status** (Select '**Primary**' or the required Stock Group and press **Enter**)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Inventory Reorder Status
1-Apr-2008 to 31-Mar-2009

Page 1

Name of Item	Closing Stock	Purc Orders Pending	Sale Orders Due	Nett Available	Re-order Level	Short fall	Min Reorder Qty	Order to be Placed
Assembled PIV					*30 Nos*	30 Nos	*10 Nos*	**30 Nos**
CDROM Disks 100s	5 Box			**5 Box**				
CDROM Disks 10s	3 Box			**3 Box**				
CDROM Disks 10s - Defective	5 Box			**5 Box**				
CDROM Jackets	5 Box			**5 Box**	*100 Box*	95 Box	*50 Box*	**95 Box**
Dust Covers	85 Nos			**85 Nos**	*200 Nos*	115 Nos	*100 Nos*	**115 Nos**
Floppy Disk	4 Box			**4 Box**	*20 Box*	16 Box	*10 Box*	**16 Box**
Floppy Drive	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
Hard Disk	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
HCL Celeron					*5 Nos*	5 Nos	*2 Nos*	**5 Nos**
HCL PIV					*2 Nos*	2 Nos	*1 Nos*	**2 Nos**
HP - 27								
HP - 28								
HP 51645A								
HP Laserjet 1010 Series	1 Nos			**1 Nos**				
IBM Celeron					*2 Nos*	2 Nos	*1 Nos*	**2 Nos**
IBM PIV	1 Nos		1 Nos		*2 Nos*	2 Nos	*8 Nos*	**8 Nos**
IMFL	20 Lts			**20 Lts**				
KeyBoard	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
Monitor	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
Mother Board	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
Mouse	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
Mouse Pad	90 Nos			**90 Nos**	*320 Nos*	230 Nos	*175 Nos*	**230 Nos**
Pentium - IV Processor	10 Nos			**10 Nos**	*10 Nos*		*5 Nos*	
Q2624A for LJ 1150								
Samsung Laserjet 1500	1 Nos			**1 Nos**				
Timber	200 MT			**200 MT**				
Timber - OTFL	100 MT			**100 MT**				
TVS MSP 245 132 Col Printer	1 Nos			**1 Nos**				
TVS MSP 245 80 Col Printer	1 Nos			**1 Nos**				
USB Pen Drives 64 MB	11 Nos			**11 Nos**	*30 Nos*	19 Nos	*15 Nos*	**19 Nos**
Wireless Keyboard	21 Nos			**21 Nos**	*20 Nos*		*10 Nos*	
Wireless Mouse	11 Nos			**11 Nos**	*50 Nos*	39 Nos	*30 Nos*	**39 Nos**

Figure 3.29 Reorder Status

4. Job Costing Registers and Reports

4.1 Transfer Journal Voucher

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F7** and select **Transfer Journal**

Universal Enterprises

Transfer Journal Voucher

No. : **1** Dated : **1-Apr-2008**

Item Name	Godown	Quantity	Rate	Amount
Source (Consumption)				
Clay	**Main Location**	5,000.000 Kgs	15.00 Kgs	75,000.00
Shale	**Main Location**	5,000.000 Kgs	18.00 Kgs	90,000.00
		10,000.000 Kgs		**1,65,000.00**
Destination (Production)				
Clay	**Kiln - I**	5,000.000 Kgs	15.00 Kgs	75,000.00
Shale	**Kiln - I**	5,000.000 Kgs	18.00 Kgs	90,000.00
		10,000.000 Kgs		**1,65,000.00**

Narration: Being Clay & Shale transferred to Kiln -I.

Checked by Verified by Authorised Signatory

Figure 4.1 Transfer Journal Voucher

4.2 Consumption Journal Voucher

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F7** and select **Consumption Journal**

Universal Enterprises

Consumption Journal Voucher

No. : **1** Dated : **12-Apr-2008**

Item Name	Godown	Quantity	Rate	Amount
Source (Consumption)				
Clay	**Kiln - I**			
		500.000 Kgs	15.00/Kgs	7,500.00
Shale	**Kiln - I**			
		500.000 Kgs	18.00/Kgs	9,000.00
		1,000.000 Kgs		**16,500.00**

Checked by Verified by Authorised Signatory

Figure 4.2 Consumption Journal Voucher

4.3 Manufacturing Journal Voucher

Go to **Gateway of Tally > Inventory Vouchers >** press **Alt+F7** and select **Mfg. Journal**

Universal Enterprises

Manufacturing Journal Voucher

No. : **2** Dated : **6-Apr-2008**

Item Name	Godown		Quantity	Rate	Amount
Source (Consumption)					
Clay	**Kiln - I**				
			2,000.000 Kgs	15.00/Kgs	30,000.00
Shale	**Kiln - I**				
			2,000.000 Kgs	18.00/Kgs	36,000.00
			4,000.000 Kgs		**66,000.00**
Destination (Production)					
Bricks	**Kiln - I**				
			16,000 Nos	4.17/Nos	66,660.00
		Basic Value	***4.13 Nos***	***66,000.00***	
		Labour Charges	*1 %*	*660.00*	
			16,000 Nos		**66,660.00**

Narration: Being Bricks manufactured.

Checked by Verified by Authorised Signatory

Figure 4.3 Manufacturing Journal Voucher

4.4 . Godown Summary - Transfer Status

Go to **Gateway of Tally > Display > Statement of Inventory > Godowns**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Godown Summary
1-Apr-2008 to 11-May-2008

Page 1

Particulars	Opening Balance			Inwards			Outwards			Closing Balance		
	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Quantity	*Rate*	Value
Kiln - I						4,80,810.00			7,67,500.00	4,000 Nos	*4.17*	16,665.00
Bricks				56,000 Nos	*4.17*	2,33,310.00	52,000 Nos	*10.00*	5,20,000.00	4,000 Nos	*4.17*	16,665.00
Main Location				16,000.000 Kgs	*16.50*	2,64,000.00	15,000.000 Kgs	*16.50*	2,47,500.00	1,000.000 Kgs	*16.50*	16,500.00
Clay				8,000.000 Kgs	*15.00*	1,20,000.00	7,500.000 Kgs	*15.00*	1,12,500.00	500.000 Kgs	*15.00*	7,500.00
Shale				8,000.000 Kgs	*18.00*	1,44,000.00	7,500.000 Kgs	*18.00*	1,35,000.00	500.000 Kgs	*18.00*	9,000.00
Grand Total				**16,000.000 Kgs**		**7,44,810.00**	**15,000.000 Kgs**		**10,15,000.00**			**33,165.00**

Figure 4.4 Godowns Summary - Transfer Status

4.5 Godown Summary - Consumption Status

Go to **Gateway of Tally > Display > Statement of Inventory > Godowns**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Main Location
Godown Summary
1-Apr-2008 to 11-May-2008

Page 1

Particulars	Inwards			Outwards					Closing Balance		
	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Consumption	Gross Profit Perc %	Quantity	*Rate*	Value
Clay	8,000.000 Kgs	*15.00*	1,20,000.00	7,500.000 Kgs	*15.00*	1,12,500.00	1,12,500.00		500.000 Kgs	*15.00*	7,500.00
Shale	8,000.000 Kgs	*18.00*	1,44,000.00	7,500.000 Kgs	*18.00*	1,35,000.00	1,35,000.00		500.000 Kgs	*18.00*	9,000.00
Grand Total	**16,000.000 Kgs**		**2,64,000.00**	**15,000.000 Kgs**		**2,47,500.00**	**2,47,500.00**		**1,000.000 Kgs**		**16,500.00**

Figure 4.5 Godowns Summary - Consumption Status

4.6 Godown Summary - Manufacturing Status

Go to **Gateway of Tally > Display > Statement of Inventory > Godowns**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Kiln - I
Godown Summary
1-Apr-2008 to 11-May-2008

Page 1

Particulars	Inwards			Outwards			Closing Balance		
	Quantity	*Rate*	Value	Quantity	*Rate*	Value	Quantity	*Rate*	Value
Bricks	56,000 Nos	*4.17*	2,33,310.00	52,000 Nos	*10.00*	5,20,000.00	4,000 Nos	*4.17*	16,665.00
Grand Total	**56,000 Nos**		**2,33,310.00**	**52,000 Nos**		**5,20,000.00**	**4,000 Nos**		**16,665.00**

Figure 4.6 Godown Summary - Manufacturing Status

4.7 JobWork Analysis - Building Bricks

Go to **Gateway of Tally > Display > Statement of Accounts > Job Work Analysis** > select **Building Bricks**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Job Work Analysis
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Building Bricks 1-Apr-2008 to 31-Mar-2009		
A. Revenue (Income) :			
Sales Accounts			**5,20,000.00**
Sale of Bricks		5,20,000.00	
			5,20,000.00
B. Cost (Expenses) :			
Consumption			**2,33,145.00**
Cost of Sales	*2,16,645.00*		
Job Consumption	*9,000.00*		
Opening Stock			
Add: Inwards		4,80,810.00	
Purchase			
Manufacturing Journal	*2,33,310.00*		
Inter Project Transfer	*2,47,500.00*		
Other Transfer			
Less: Outwards		2,31,000.00	
Manufacturing Journal	*2,31,000.00*		
Inter Project Transfer			
Other Transfer			
Less: Closing Stock		16,665.00	
Direct Expenses			**2,310.00**
Labour Charges		2,310.00	
Indirect Expenses			**1,500.00**
Freight Charges		1,500.00	
			2,33,955.00
Nett Profit: (A - B)			**2,86,045.00**

Figure 4.7 JobWork Analysis - Building Bricks

4.8 Material Consumption Summary - Building Bricks

Go to **Gateway of Tally > Display > Statement of Accounts >Cost Centres > Job Work Analysis** > select **Building Bricks** > highlight **Consumption** and press **Enter**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Material Consumption Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particul-ars	*Building Bricks Universal Enterprises 1-Apr-2008 to 31-Mar-2009*										
	Opening Value	Inwards				Consumption		Outwards			Closing Value
		Purchase	Manufac-turing Journal	Inter Project Transfer	Other Transfe-rs	Cost of Sales	Job Consu-mption	Manufac-turing Journal	Inter Project Transfer	Other Transfe-rs	
Kiln - I Kiln - II			2,33,310.00	2,47,500.00		2,16,645.00	16,500.00	2,31,000.00			16,665.00
Grand Total			2,33,310.00	2,47,500.00		2,16,645.00	16,500.00	2,31,000.00			16,665.00

Figure 4.8 Material Consumption Summary - Building Bricks

4.9 Godown Summary - Building Bricks

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres > Job Work Analysis** > Select **New Manufacturing Job** > highlight **Consumption** and press **Enter** > Highlight **Kiln-I** and press **Enter**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Material Consumption Summary
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	*Godown : Kiln - I Building Bricks Universal Enterprises 1-Apr-2008 to 31-Mar-2009*				
	Opening Value	Inward Value	Consumption	Other Transfers	Closing Value
Bricks		2,33,310.00	2,16,645.00		16,665.00
Clay		1,12,500.00	7,500.00	1,05,000.00	
Shale		1,35,000.00	9,000.00	1,26,000.00	
Grand Total		**4,80,810.00**	**2,33,145.00**	**2,31,000.00**	**16,665.00**

Figure 4.9 Godowns Summary - New Manufacturing Job

4.10 Comparative JobWork Analysis Report

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres > Job Work Analysis** > select **Building Bricks** > press **Alt+C** and select **New Manufacturing Job** as new column to be inserted

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Job Work Analysis
1-Apr-2008 to 31-Mar-2009

Page 1 (A)

Particulars	Building Bricks 1-Apr-2008 to 31-Mar-2009			
A. Revenue (Income) :				
Sales Accounts			**5,20,000.00**	*100 %*
Sale of Bricks		5,20,000.00		
			5,20,000.00	*100 %*
B. Cost (Expenses) :				
Consumption			**2,33,145.00**	*44.84 %*
Cost of Sales	*2,16,645.00*			
Job Consumption	*9,000.00*			
Opening Stock				
Add: Inwards		4,80,810.00		
Purchase				
Manufacturing Journal	*2,33,310.00*			
Inter Project Transfer	*2,47,500.00*			
Other Transfer				
Less: Outwards		2,31,000.00		
Manufacturing Journal	*2,31,000.00*			
Inter Project Transfer				
Other Transfer				
Less: Closing Stock		16,665.00		
Direct Expenses			**2,310.00**	*0.44 %*
Labour Charges		2,310.00		
Indirect Expenses			**1,500.00**	*0.29 %*
Freight Charges		1,500.00		
			2,33,955.00	*45.57 %*
Nett Profit: (A - B)			**2,86,045.00**	*54.43 %*

Figure 4.10 Comparative JobWork Analysis Report

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Job Work Analysis
1-Apr-2008 to 31-Mar-2009

Page 1 (B)

Particulars	New Manufacturing Job 1-Apr-2008 to 31-Mar-2009			
A. Revenue (Income) :				
Sales Accounts			**4,00,000.00**	*100 %*
Sale of Bricks		4,00,000.00		
			4,00,000.00	*100 %*
B. Cost (Expenses) :				
Consumption			**1,08,719.00**	*27.18 %*
Cost of Sales	*69,489.00*			
Job Consumption	*17,670.00*			
Opening Stock				
Add: Inwards		3,48,478.05		
Purchase	*1,93,000.00*			
Manufacturing Journal	*1,38,978.05*			
Inter Project Transfer	*16,500.00*			
Other Transfer				
Less: Outwards		1,37,305.00		
Manufacturing Journal	*1,37,305.00*			
Inter Project Transfer				
Other Transfer				
Less: Closing Stock		38,090.90		
Direct Expenses				
Labour Charges				
Indirect Expenses			**950.00**	*0.24 %*
Freight Charges		950.00		
			1,09,669.00	*27.42 %*
Nett Profit: (A - B)			**2,90,331.00**	*72.58 %*

Figure 4.11 Comparative JobWork Analysis Report

5. POS Registers and Reports

5.1 Pos Invoice

Go to **Gateway of Tally > Accounting Vouchers >** press **F8** (select POS Invoice Voucher Type)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore
VAT TIN : 72568562431
CST No. : 32547852161

Bill No. : 5 Time : 16:51 hrs
Date : 31-3-2009 User : bharat
Party : Horizon Systems

Sl	Description Batch Mfg Dt.	Qty Exp Dt.	Rate	Amount
1	IBM Celeron	5	25,000.00	125000.00
2	Wireless Mouse	20	600.00	12000.00
3	USB Pen Drives 64 MB	30	1,500.00	45000.00
	Output VAT @ 4%		4 %	7280.00
	Total	55		189280.00

Cash : 189280.00
Cash Tendered : 190000.00
Balance : 720.00

Thank You
Visit Again

Figure 5.1 Pos Invoice

5.2 POS Invoice - Multiple Sales Ledger

Go to **Gateway of Tally > Accounting Vouchers >** press **F8** (select POS Invoice Voucher Type)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore
VAT TIN : 72568562431
CST No. : 32547852161

Bill No. : 5 Time : 17:01 hrs
Date : 31-3-2009 User : bharat
Party : Horizon Systems

Sl	Description Batch Mfg Dt.	Qty Exp Dt.	Rate	Amount
1	IBM Celeron	5	25,000.00	125000.00
2	Wireless Mouse	20	600.00	12000.00
3	USB Pen Drives 64 MB	30	1,500.00	45000.00
4	Floppy Drive	10	350.00	3500.00
				185500.00
	Output VAT @ 4%		4 %	7280.00
	Total	65		192780.00

Gift Voucher : 50000.00
Cr/Dr Card : 75000.00
Card No : xxxx xxxx xxxx 2003
Cheque : 67780.00
Cheque No. : 512456, HDFC BANK

Thank You
Visit Again

Figure 5.2 POS Invoice - Multiple Sales Ledger

5.3 Cash Book

Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book(s) > Cash** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cash Book
1-Apr-2008 to 30-Apr-2008

Page 1

Date		Particulars		Vch Type	Vch No.	Debit	Credit
2-4-2008	To	**HDFC Bank**		**Contra**	1	20,000.00	
	By	**(as per details)**		**Purchase**	3		832.00
		Purchase @ 4%	**800.00 Dr**				
		Input VAT @ 4%	**32.00 Dr**				
3-4-2008	By	**(as per details)**		**Purchase**	4		12,480.00
		Purchase @ 4%	**12,000.00 Dr**				
		Input VAT @ 4%	**480.00 Dr**				
5-4-2008	To	**HDFC Bank**		**Contra**	2	50,000.00	
6-4-2008	By	**Travelling & Conveyance**		**Payment**	1		1,500.00
10-4-2008	By	**New Era Computers**		**Payment**	3		2,920.00
15-4-2008	By	**Travelling & Conveyance**		**Payment**	5		630.00
16-4-2008	By	**Subscriptions**		**Payment**	6		350.00
17-4-2008	To	**Travelling & Conveyance**		**Receipt**	7	610.00	
19-4-2008	By	**Travelling & Conveyance**		**Payment**	10		72.00
30-4-2008	By	**Postage & Telegraph**		**Payment**	13		420.00
	To	**Supreme Computers Peripherals**		**Receipt**	9	1,00,000.00	
						1,70,610.00	19,204.00
	By	**Closing Balance**					1,51,406.00
						1,70,610.00	**1,70,610.00**

Figure 5.3 Cash Book

5.4 Columnar Cash Book

Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book(s) > Cash** > (Select the required month or press **F2** and specify the required period) > press **Alt +F8** and accept the column classifications

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cash Book
1-May-2008 to 31-May-2008

Page 1 (A)

Date	*Particulars*	Voucher Type	Vch No.	Quanti-ty	*Rate*	Gross Total
1-May-2008	**The League Club**	Payment	22			**(-)5,000.00**
1-May-2008	**Sales @ 4%**	POS Invoice	1			**(-)1,10,552.00**
	IBM PIV			*1 Nos*	*26,000.00/Nos*	
	Wireless Mouse			*52 Nos*	*700.00/Nos*	
	Mouse Pad			*200 Nos*	*9.50/Nos*	
	Wireless Keyboard			*40 Nos*	*800.00/Nos*	
	USB Pen Drives 64 MB			*5 Nos*	*2,000.00/Nos*	
1-May-2008	**The League Club**	Payment	24			**(-)5,000.00**
1-May-2008	**Sales @ 4%**	POS Invoice	2			**(-)1,10,552.00**
	IBM PIV			*1 Nos*	*26,000.00/Nos*	
	Wireless Mouse			*52 Nos*	*700.00/Nos*	
	Mouse Pad			*200 Nos*	*9.50/Nos*	
	Wireless Keyboard			*40 Nos*	*800.00/Nos*	
	USB Pen Drives 64 MB			*5 Nos*	*2,000.00/Nos*	
5-May-2008	**Staff Welfare Expenses**	Payment	30			**330.00**
10-May-2008	**Travelling & Conveyance**	Payment	36			**1,560.00**
15-May-2008	**Office Automation Systems**	Receipt	15			**1,20,000.00**
18-May-2008	**Legal Fees**	Payment	40			**1,500.00**
30-May-2008	**HDFC Bank**	Contra	5			**1,00,000.00**
31-May-2008	**Postage & Telegraph**	Payment	46			**950.00**
	Grand Total					**(-)6,764.00**

Figure 5.4 Columnar Cash Book

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cash Book
1-May-2008 to 31-May-2008

Page 1 (B)

Cash	Sales @ 4%	Output VAT @ 4%	Staff Welfare Expen-ses	Travelli-ng & Convey-ance	HDFC Bank	Legal Fees	Postage & Telegr-aph
(-)5,000.00							
	(-)1,06,300.00	(-)4,252.00					
(-)5,000.00							
	(-)1,06,300.00	(-)4,252.00					
			330.00				
				1,560.00			
20,000.00					1,00,000.00		
						1,500.00	
1,00,000.00							
							950.00
1,10,000.00	(-)2,12,600.00	(-)8,504.00	330.00	1,560.00	1,00,000.00	1,500.00	950.00

Figure 5.5 Columnar Cash Book

5.5 Sales Register

Go to **Gateway of Tally > Display > Account Books > Sales Register** (Select the required month or press **F2** and specify the required period)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-May-2008 to 31-May-2008

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-5-2008	**Cash**	POS Invoice	1	**1,10,552.00**	
	Sales @ 4%				**1,06,300.00**
	Output VAT @ 4%				**4,252.00**
1-5-2008	**Cash**	POS Invoice	2	**1,10,552.00**	
	Sales @ 4%				**1,06,300.00**
	Output VAT @ 4%				**4,252.00**
3-5-2008	**Office Automation Systems**	Sales	14	**1,24,875.00**	
	Sales @ 12.5%				**1,11,000.00**
	Output VAT @ 12.5%				**13,875.00**
5-5-2008	**Computer Junction**	Sales	15	**1,59,500.00**	
	Interstate Sales @ 4%				**1,50,000.00**
	Transportation & Packaging				**3,500.00**
	CST Tax @ 4%				**6,000.00**
5-5-2008	**Arvind Kumar**	Sales	16	**81,692.00**	
	Sales @ 4%				**78,550.00**
	Output VAT @ 4%				**3,142.00**
10-5-2008	**Computer World**	Sales	17	**3,76,900.00**	
	Sales @ 4%				**3,60,000.00**
	Transportation & Packaging				**2,500.00**
	CST Tax @ 4%				**14,400.00**
15-5-2008	**Nirmaan Timbers**	Sales	18	**5,98,510.13**	
	Sales @ 12.5%				**5,16,000.00**
	TCS @ 2.5% - TUFL				**16,009.00**
	Output VAT @ 12.5%				**66,501.13**
25-5-2008	**Worldwide Computers**	Sales	19	**6,52,500.00**	
	Interstate Sales @ 4%				**6,25,000.00**
	Transportation & Packaging				**2,500.00**
	CST Tax @ 4%				**25,000.00**
25-5-2008	**Hindustan Timbers**	Sales	20	**5,97,724.88**	
	Sales @ 12.5%				**5,16,000.00**
	TCS @ 2.5% - TUFL				**15,311.00**
	Output VAT @ 12.5%				**66,413.88**
30-5-2008	**Modern Advertisers**	Sales	21	**7,640.48**	
	Sales - Advertising Services				**6,800.00**
	Output ST - Advt. Services				**840.48**
			Total:	**28,20,446.49**	

Figure 5.6 Sales Register

5.6 Columnar Sales Register

Go to **Gateway of Tally > Display > Account Books > Sales Register** (select the required month) > press **F5** and accept the column classifications

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-May-2008 to 31-May-2008

Page 1 (A)

Date	*Particulars*	Voucher Type	Vch No.	Quanti-ty	*Rate*	Gross Total
1-May-2008	**Cash**	POS Invoice	1	**298 Nos**		**1,10,552.00**
	IBM PIV			*1 Nos*	*26,000.00/Nos*	
	Wireless Mouse			*52 Nos*	*700.00/Nos*	
	Mouse Pad			*200 Nos*	*9.50/Nos*	
	Wireless Keyboard			*40 Nos*	*800.00/Nos*	
	USB Pen Drives 64 MB			*5 Nos*	*2,000.00/Nos*	
1-May-2008	**Cash**	POS Invoice	2	**298 Nos**		**1,10,552.00**
	IBM PIV			*1 Nos*	*26,000.00/Nos*	
	Wireless Mouse			*52 Nos*	*700.00/Nos*	
	Mouse Pad			*200 Nos*	*9.50/Nos*	
	Wireless Keyboard			*40 Nos*	*800.00/Nos*	
	USB Pen Drives 64 MB			*5 Nos*	*2,000.00/Nos*	
3-May-2008	**Office Automation Systems**	Sales	14	**15 Nos**		**1,24,875.00**
	TVS MSP 245 80 Col Printer			*15 Nos*	*7,400.00/Nos*	
5-May-2008	**Computer Junction**	Sales	15	**6 Nos**		**1,59,500.00**
	IBM Celeron			*6 Nos*	*25,000.00/Nos*	
5-May-2008	**Arvind Kumar**	Sales	16	**113 Nos**		**81,692.00**
	Wireless Keyboard			*63 Nos*	*850.00/Nos*	
	Wireless Mouse			*50 Nos*	*500.00/Nos*	
10-May-2008	**Computer World**	Sales	17	**15 Nos**		**3,76,900.00**
	Assembled PIV			*15 Nos*	*24,000.00/Nos*	
15-May-2008	**Nirmaan Timbers**	Sales	18	**60 MT**		**5,98,510.13**
	Timber			*60 MT*	*8,600.00/MT*	
25-May-2008	**Worldwide Computers**	Sales	19	**25 Nos**		**6,52,500.00**
	Assembled PIV			*25 Nos*	*25,000.00/Nos*	
25-May-2008	**Hindustan Timbers**	Sales	20	**60 MT**		**5,97,724.88**
	Timber			*60 MT*	*8,600.00/MT*	
30-May-2008	**Modern Advertisers**	Sales	21			**7,640.48**
	Grand Total					**28,20,446.49**

Figure 5.7 Columnar Sales Register

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Sales Register
1-May-2008 to 31-May-2008

Page 1 (B)

Sales @ 4%	Output VAT @ 4%	Sales @ 12.5%	Output VAT @ 12.5%	Interstate Sales @ 4%	Transpo-rtation & Packag-ing	CST Tax @ 4%	TCS @ 2.5% - TUFL	Sales - Advertis-ing Services	Output ST - Advt. Servic-es	
1,06,300.00	4,252.00									
1,06,300.00	4,252.00									
		1,11,000.00	13,875.00							
				1,50,000.00	3,500.00	6,000.00				
78,550.00	3,142.00									
3,60,000.00					2,500.00	14,400.00				
		5,16,000.00	66,501.13				16,009.00			
				6,25,000.00	2,500.00	25,000.00				
		5,16,000.00	66,413.88				15,311.00			
								6,800.00	840.48	
6,51,150.00	11,646.00	11,43,000.00	1,46,790.01	7,75,000.00	8,500.00	45,400.00	31,320.00	6,800.00	840.48	

Figure 5.8 Columnar Sales Register

5.7 Stock Item Summary

Go to **Gateway of Tally > Display > Inventory Books > Stock Item** (select the required Stock Item)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

IBM PIV
Item Register
1-Apr-2008 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Inwards		Outwards		Closing	
				Quantity	Value	Quantity	Value	Quantity	Value
2-4-2008	**NextGen Systems**	**Purchase**	1	5 Nos	**95,000.00**				
	Computer Junction	**Sales**	1			2 Nos	**48,000.00**	3 Nos	**57,000.00**
	Totals :			5 Nos	**95,000.00**	2 Nos	**48,000.00**	3 Nos	**(-)19,142.86**
1-5-2008	**Opening Balance**			3 Nos	**57,000.00**			3 Nos	**57,000.00**
1-5-2008	**Cash**	**POS Invoice**	1			1 Nos	**26,000.00**		
	Cash	**POS Invoice**	2			1 Nos	**26,000.00**	1 Nos	**19,000.00**
2-5-2008	**Top Computers**	**Purchase**	24	3 Nos	**63,000.00**			4 Nos	**79,000.00**
3-5-2008	**Computer Junction**	**Credit Note**	2			(-)1 Nos	**(-)24,000.00**	5 Nos	**79,000.00**
	Totals :			6 Nos	**1,20,000.00**	1 Nos	**28,000.00**	5 Nos	**(-)19,142.86**
1-7-2008	**Opening Balance**			5 Nos	**79,000.00**			5 Nos	**79,000.00**
2-7-2008	**Computer Junction**	**Sales**	32			4 Nos	**1,00,000.00**	1 Nos	
	Totals :			5 Nos	**79,000.00**	4 Nos	**1,00,000.00**	1 Nos	**(-)19,142.86**
1-8-2008	**Opening Balance**			1 Nos				1 Nos	
1-8-2008	**Computer Junction**	**Credit Note**	3				**(-)500.00**	1 Nos	
2-8-2008	**Top Computers**	**Rejections Out**	1	(-)1 Nos	**(-)24,000.00**			0 Nos	**(-)19,142.86**
	Totals :			0 Nos	**55,000.00**	7 Nos	**1,75,500.00**	0 Nos	**(-)19,142.86**

Figure 5.9 Stock Item Summary

5.8 Item Movement Analysis

Go to **Gateway of Tally > Display > Inventory Books > Movement Analysis > Stock Item Analysis** (select the required Stock Item)

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

IBM PIV
Item Movement Analysis
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Movement Values			
	Quantity	*Basic Rate*	*Effective Rate*	Value
Movement Inward :				
Suppliers :				
NextGen Systems	5 Nos	*19,000.00*	*19,000.00*	95,000.00
Top Computers	2 Nos	*19,500.00*	*19,500.00*	39,000.00
	7 Nos		*19,142.86*	1,34,000.00
Movement Outward :				
Buyers :				
Cash	2 Nos		*26,000.00*	52,000.00
Computer Junction	5 Nos		*24,700.00*	1,23,500.00
	7 Nos		*25,071.43*	1,75,500.00

Figure 5.10 Item Movement Analysis

6. Value Added Tax Reports

Tally.ERP 9 provides statutory VAT Returns, Reports and annexures for the following states in India.

6.1 Andhra Pradesh VAT Returns

Form / Report Name	Category
Form TOT 060B	VAT Composite Return
Form TOT 007	VAT Composite Return
Form TOT 060A	VAT Composite Return
Form VAT 200	VAT Return - Monthly
Form VAT 226A	VAT Return - Quarterly
Form VAT 226B	VAT Return - Quarterly
Form VAT 227A	VAT Return - Quarterly
Form VAT 227B	VAT Return - Quarterly
Form VAT 228A	VAT Return - Quarterly

6.2 Arunachal Pradesh VAT Returns

Form / Report Name	Category
Form FF - 01	VAT Return

6.3 Assam VAT Returns

Form / Report Name	Category
Form 13 - Quarterly	VAT Return
Form 13 - Monthly	VAT Return

6.4 Bihar VAT Returns

Form / Report Name	Category
RT - IV	VAT Composite Return Quarterly
RT - I	VAT Return Quarterly
RT - II	VAT Return Annual

6.5 Chandigarh VAT Returns

Form / Report Name	Category
Form VAT 15	VAT Return
Form VAT 16	VAT Return
Form VAT 18	VAT Annexure
Form VAT 19	VAT Annexure
Form VAT 23	VAT Annexure
Form VAT 24	VAT Annexure

6.6 Chhattisgarh VAT Returns

Form / Report Name	Category
Form 7	VAT Composite Return
Form VAT 17	VAT Return
Form VAT 18	VAT Return - Annual

6.7 Dadra and Nagar Haveli VAT Returns

Form / Report Name	Category
Form DVAT 16	VAT Return
Form DVAT 17	VAT Composite Return
Form DVAT 30	VAT Annexure
Form DVAT 31	VAT Annexure

6.8 Daman and Diu VAT Returns

Form / Report Name	Category
Form DVAT 16	VAT Return
Form DVAT 17	VAT Composite Return

6.9 Delhi VAT Returns

Form / Report Name	Category
Form DVAT 16	VAT Return
Form DVAT 17	VAT Composite Return
Form DVAT 30	VAT Annexure
Form DVAT 31	VAT Annexure
Form DVAT 51	VAT Annexure

6.10 Goa VAT Returns

Form / Report Name	Category
Form VAT-III	VAT Return
Form VAT - IV	VAT Composite Return

6.11 Gujarat VAT Returns

Form / Report Name	Category
Form VAT 201	VAT Return
Form VAT 205	VAT Return Annual
Form VAT 202A - Quarterly	VAT Composite Annexures
Form VAT 202A - Annual	VAT Composite Annexures
Form VAT 202 - Quarterly	VAT Composite Return
Form VAT 202 - Annual	VAT Composite Return
Form VAT 216 - Quarterly	VAT Composite Return
Form VAT 216 - Annual	VAT Composite Return
Vat Form 201	eVAT Form
Annexure 201A	eVAT Annexures
Annexure 201B	eVAT Annexures
Annexure 201C	eVAT Annexures
Annexure 201A	VAT annexure
Annexure 201B	VAT annexure
Annexure 201C	VAT annexure

6.12 Haryana VAT Returns

Form / Report Name	Category
Form VAT - R1	VAT Return
Form VAT - R2	VAT Return Annual
Form LP-1	VAT Annexures
Form LP-2	VAT Annexures
Form LP-3	VAT Annexures
Form LP-4	VAT Annexures
Form LP-5	VAT Annexures
Form LP-6	VAT Annexures
Form LP-7	VAT Annexures
Form LP-8	VAT Annexures
Form LS-1	VAT Annexures
Form LS-2	VAT Annexures
Form LS-3	VAT Annexures

Form LS-4	VAT Annexures
Form LS-5	VAT Annexures
Form LS-6	VAT Annexures
Form LS-7	VAT Annexures
Form LS-8	VAT Annexures
Form LS-9	VAT Annexures
Form LS-10	VAT Annexures

6.13 Himachal Pradesh VAT Returns

Form / Report Name	Category
Form VAT XV	VAT Return
Form VAT XV-A	VAT Return - Annual
Form LP-1	VAT Annexure
Form LS-1	VAT Annexure

6.14 Jammu and Kashmir VAT Returns

Form / Report Name	Category
Form VAT 11-A	VAT Return - Annual
Form VAT 11	VAT Return - Quarterly
Form VAT 12	VAT Composite Return
Form VAT - 48	VAT Annexure
Form VAT - 49	VAT Annexure

6.15 Jharkhand VAT Returns

Form / Report Name	Category
Form VAT - 213	VAT Return
Form VAT - 204	VAT Return - Annual
Form VAT - 200	VAT Return - Quarterly
Form JVAT-211	VAT Composite Return
Annexure A JVAT-213	VAT Annexure

6.16 Karnataka VAT Returns

Form / Report Name	Category
Form VAT 100	VAT Return
Form VAT 120	VAT Composite Return
Annexure-I	VAT Annexure
Annexure-II	VAT Annexure
Annexure-III	VAT Annexure
eVAT Purchases	eVAT Annexure
eVAT Sales	eVAT Annexure

6.17 Kerala VAT Returns

Form / Report Name	Category
Form 10	VAT Return
Invoice - Form 8	Invoice Printing
Invoice - Form 8B	Invoice Printing
Form 52 - Sales	VAT Annexure
Form 52 - Purchase	VAT Annexure
eVAT Purchases	eVAT Annexure
eVAT Sales	eVAT Annexure

6.18 Madhya Pradesh VAT Returns

Form / Report Name	Category
Form 10	VAT Return
Form 5	VAT Composite Return

6.19 Maharashtra VAT Returns

Form / Report Name	Category
Form 233	VAT Return
Form 233	eVAT Return

6.20 Manipur VAT Returns

Form / Report Name	Category
Form 10	VAT Return
Annexure A	VAT Annexure

6.21 Meghalaya VAT Returns

Form / Report Name	Category
Form VAT 5	VAT Return
Form VAT 6	VAT Return - Annual
Format 3 A	VAT Composite Return

6.22 Mizoram VAT Returns

Form / Report Name	Category
Form 5	VAT Return Monthly

6.23 Orissa VAT Returns

Form / Report Name	Category
Form VAT 201	VAT Return
Form VAT 002	VAT Composite Return
Annexure - 1	VAT Annexure
Annexure - 2	VAT Annexure
Annexure - 3	VAT Annexure
Annexure - 4	VAT Annexure
Annexure - 5	VAT Annexure

6.24 Puducherry VAT Returns

Form / Report Name	Category
Form I	VAT Return
Form K	VAT Composite Return
Annexure - II	VAT Annexure
Annexure - III	VAT Annexure

6.25 Punjab VAT Returns

Form / Report Name	Category
Form VAT 15	VAT Return
Form VAT 16	VAT Return
Form VAT 20	VAT Return - Annual
Form VAT 17	VAT Composite Return
Form VAT 21	VAT Composite Return - Annual
Form VAT 15	eVAT Return
Form VAT 18	eVAT Annexure
Form VAT 19	eVAT Annexure
Form VAT 23	eVAT Annexure
Form VAT 24	eVAT Annexure
Form VAT 18	VAT Annexure
Form VAT 19	VAT Annexure
Form VAT 23	VAT Annexure
Form VAT 24	VAT Annexure

6.26 Rajasthan VAT Returns

Form / Report Name	Category
Form VAT 07	eVAT
Form VAT 08	eVAT
Form VAT 10	eVAT
Form VAT 12	eVAT

Form VAT 48	eVAT
Form VAT 50	eVAT

6.27 Sikkim VAT Returns

Form / Report Name	Category
Form VAT 8	VAT Return
Form VAT 9	Annual Return

6.28 Tamil Nadu VAT Returns

Form / Report Name	Category
Form I	VAT Return Monthly
Form L	VAT Composite Return Monthly
Form K	VAT Composite Return Monthly
Annexure I	Annexure Monthly
Annexure II	Annexure Monthly
Annexure III	Annexure Monthly
Annexure IV	Annexure Monthly
eVAT	eVAT Annexure Monthly

6.29 Tripura VAT Returns

Form/Report Name	Category
Form X	VAT Return

6.30 Uttar Pradesh VAT Returns

Form / Report Name	Category
Form XXIV	VAT Return
Form XXIVA	VAT Composite Return
Annexure A	VAT Annexure
Annexure B	VAT Annexure
Annexure A	VAT Composite Annexure
Annexure B	VAT Composite Annexure
Form24MainForm	eVAT Annexure
Form24VatNonVat	eVAT Annexure
Form24TaxDetail	eVAT Annexure
Form 24BankDetail	eVAT Annexure
Form24AnnexureAB	eVAT Annexure

6.31 Uttarakhand VAT Returns

Form / Report Name	Category
Form III	VAT Return
Annexure I	VAT Annexure
Annexure II	VAT Annexure

6.32 West Bengal VAT Returns

Form / Report Name	Category
Form 14	VAT Return
Form 15	VAT Composite Return
Annexure A	VAT Annexure
Annexure B	VAT Annexure
Annexure C	VAT Annexure
Annexure D	VAT Annexure
Annexure E	VAT Annexure
Annexure F	VAT Annexure
Annexure G	VAT Annexure

7. Service Tax Reports

7.1 GAR - 7 Challan

Go to **Display > Daybook >** Open the Service Tax Payment entry > Press **Alt + P**

For payments from April 2007 onwards **G.A.R.-7 Proforma for Service Tax Payments** (Receipts & Payment Rules 26)

Full Name: Universal Enterprises

Complete Address: Plot No. 113 & 114, Industrial Estate, Hongasandra, Bangalore

Telephone No. 08065544 3 Pincode 560081

Assessee Code No.

Commissionerate Name

Commissionerate Code Division Code Range Code

Accounting Code of the Service	Amount Tendered in Rupees
004400 13	600
004402 98	12
Total	612

RECEIVING BANK BRANCH STAMP

(In words) Rupees Six Hundred Twelve Only. tendered by

Cash/Cheque/Draft/Pay Order No. 534215 Dated 7-May-2008 Drawn on State Bank of India

Signature of the Tenderer with date

TAX PAYER'S COUNTERFOIL

Accounting Code of the Service	Amount Tendered in Rupees
004400 13	600
004402 98	12
Total	612

RECEIVING BANK BRANCH STAMP

Received from Assessee Code No.

(In words) Rupees Six Hundred Twelve Only.

By Cash/Cheque/Draft/Pay Order No. 534215 Dated 7-May-2008 Drawn on State Bank of India

on account of Union Service tax as detailed in this taxpayer's counterfoil and on stamp affixed and signed therein.

Figure 7.1 GAR 7 Challan

7.2 Service Tax Payable

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables**

Universal Enterprises
Plot No. 113 & 114.
Industrial Estate, Hongasandra
Bangalore

Service Tax Payable
as at 31-Mar-2009

Page 1

Date	Ref. No.	Partys' Name	Category Name	Bill Value			Realised Value			Total Payable
				Assessable Value	Service Tax	Cess	Assessable Value	Service Tax Payable	Cess Payable	
28-Mar-2008	Sale/111	Modern Advertisers	Advertising Agency	6,500.00	780.00	23.40	6,500.00	780.00	23.40	803.40
		Total		**6,500.00**	**780.00**	**23.40**	**6,500.00**	**780.00**	**23.40**	**803.40**

Figure 7.2 Service Tax Payable Report

7.3 Input Credit Form

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Input Credit Form**

Universal Enterprises
Plot No. 113 & 114.
Industrial Estate, Hongasandra
Bangalore

Input Credit Form
(See Sub-rule(4) of rule 5)
Return under rule 5 of the Service Tax Credit Rules, 2002
as at 31-Mar-2009

Page 1

Date	Ref. No.	Party Detail		Category Name	Bill Value			Realised Value			Total Credit
		Name/ Service Tax No.	Address		Assessable Value	Service Tax	Cess	Assessable Value	Service Tax Credit	Cess Credit	
25-Mar-2008	Purc/96	Fast Couriers		Courier Agency	4,000.00	480.00	14.40	4,000.00	480.00	14.40	494.40
27-Mar-2008	Purc/92	Fast Couriers		Courier Agency	1,100.00	132.00	3.96	1,100.00	132.00	3.96	135.96
27-Mar-2008	Purc/93	Telephone Link Ltd.,		Telephone Services	1,250.00	150.00	4.50	1,250.00	150.00	4.50	154.50
		Total			**6,350.00**	**762.00**	**22.86**	**6,350.00**	**762.00**	**22.86**	**784.86**

Figure 7.3 Input Credit Form

7.4 ST 3 Report

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > ST3 Report**

FORM ST-3

(Return under section 70 of the Finance Act, 1994)

[ORIGINAL / REVISED RETURN]

Financial Year 2008-09

For the period

[X] **April-September** [ ] **October-March**

1A. Has the assessee opted to operate as Large Taxpayer No

(As defined under Rule 2 (ea) of the Central Excise Rules, 2002 read with rule 2 (1)(cccc) of the Service Tax Rules, 1994)

1B. If reply to column "1A" is 'yes', name of Large Taxpayer Unit (LTU) opted for

2A. Name of the assessee Universal Enterprises

2B. STC No. ABCDEFG1234567E

2C. Premises code No. 1643259

2D. Constitution of assessee

(i) Individual / Proprietary [ ]

(ii) Partnership [ ]

(iii) Registered Public Ltd Company [ ]

(iv) Registered Private Ltd Company [ ]

(v) Registered Trust [ ]

(vi) Society/Co-op Society [ ]

(vii) Other [X]

Figure 7.4 Printed ST-3 Returns (Page 1)

3. **Computation of Service Tax**

A1. Name of Taxable service

Maintenance Or Repair Service

A2. Assessee is liable to pay Service Tax on this taxable service as,-

(i) a service provider; or — Yes

(ii) a service receiver liable to make payment of Service Tax — No

B. Sub-clause No. of clause(105) of section 65 — zzg

C1. Has the assessee availed benefit of any exemption notification ('Y/N') — No

C2. If reply to column "C1" is 'Yes', please furnish notification nos.

D. If abatement is claimed as per notification no. 1/2006-ST, please furnish Sr. No. in the notification under which such abatement is claimed

E1. Whether provisionally assessed ('Y/N') [ ] **E2. Prov. assessment order No. ('if any')** [ ]

F. Value of taxable service, service tax payable and gross amount charged

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I)	**Service Tax Payable**						
(a)	Gross amount received / (paid) in money						
	(i) against service provided				10,000.00		
	(ii) in advance for service to be provided						
(b)	Money equivalent of considerations received / (paid) in a form other than money						
(c)	Value on which Service Tax is exempt / not payable						
	(i) Amount received against export of service						
	(ii) Amount received / (paid) towards exempted service (other than export of service, i.e., (i) above)						
	(iii) Amount received as / (paid to) pure agent						
(d)	Abatement amount claimed						
(e)	**Taxable value = (a+b) minus (c+d)**				10,000.00		
(f)	**Service Tax rate wise break-up of taxable value = (e)**						
	(i) Value on which Service Tax is payable @ 5%						
	(ii) Value on which Service Tax is payable @ 8%						
	(iii) Value on which Service Tax is payable @ 10%						
	(iv) Value on which Service Tax is payable @ 12%				10,000.00		
	(v) other rate, if any						
(g)	**Service Tax Payable = (5% of f(i) + 8% of f(ii) + 10% of f(iii) + 12% of f(iv) + f(v)X other rate)**				1,200.00		
(h)	**Education Cess payable = (@2% of Service Tax)**				24.00		
(i)	**Secondary and Higher Education Cess payable = (@1% of Service Tax)**				12.00		
(II)	**Taxable amount charged**						
(j)	Gross amount for which bills / invoices / challans are issued relating to service provided / to be provided (including export of service and exempted service)				10,000.00		
(k)	Money equivalent of other consideration charged, if any, in a form other than money						
(l)	Amount charged for exported service provided / to be provided						
(m)	Amount charged for exempted service provided / to be provided (other than export of service given at (l) above)						
(n)	Amount charged as pure agent						
(o)	Amount claimed as Abatement						
(p)	**Net taxable amount charged = (j + k) minus (l + m + n + o)**				10,000.00		

Figure 7.5 Printed ST-3 Returns (Page 2)

4. Amount of service tax paid in advance under sub-rule(1A) of rule 6.

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(a)	Amount deposited in advance						
(b)	Challan Nos.						
(c)	Challan Dates						

4A. Service Tax, Education Cess and other amounts paid

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I)	**Service Tax, Education Cess, Secondary and Higher Education Cess paid**						
(a)	**Service Tax Paid**						
	(i) in cash				600.00		
	(ii) by CENVAT Credit				600.00		
	(iia) by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
	(iii) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						
	(iv) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						
(b)	**Education Cess Paid**						
	(i) in cash				12.00		
	(ii) by CENVAT Credit				12.00		
	(iia) by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
	(iii) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						
	(iv) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						
(c)	**Secondary and Higher Education Cess Paid -**						
	(i) in cash				6.00		
	(ii) by CENVAT Credit				6.00		
	(iia) by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
	(iii) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						
	(iv) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						
(d)	**Other Amounts Paid**						
	(i) Arrears of revenue paid in cash						
	(ii) Arrears of revenue paid in credit						
	(iii) Arrears of Education Cess paid in cash						
	(iv) Arrears of Education Cess paid in credit						
	(v) Arrears of Sec & Higher Edu Cess paid in cash						
	(vi) Arrears of Sec & Higher Edu Cess paid in credit						
	(vii) Interest paid						
	(viii) Penalty paid						
	(ix) Section 73A amount paid						
	(x) Any other amount						

Figure 7.6 Printed ST-3 Returns (Page 3)

(II) Details of Challan (Vide which Service Tax, Education Cess, Secondary and Higher Education Cess and other amounts paid in cash)

(a)	Challan Nos	(i)				97414356		
		(ii)						
		(iii)						
		(iv)						

(b)	Challans Date	(i)				30-Jul-2008		
		(ii)						
		(iii)						
		(iv)						

4B. Source documents details for entries at column 4A(I)(a) (iii), 4A(I)(a) (iv), 4A(I)(b)(iii), 4A(I)(b) (iv), 4A(I)(c) (iii), 4A(I)(c) (iv), 4A(I)(d)(i) to (vii)

Entry in table 4A above			Source documents date
Sl. No.	Month / Quarter		

4C. Details of amount of Service Tax payable but not paid as on the last day of the period for which return is filed.....

5. Details of input stage CENVAT credit

5A. Whether the assessee providing exempted / non taxable service or exempted goods

	(1)	(2)
(a)	Whether providing any exempted or non taxable service ('Y/N')	
(b)	Whether manufacturing any exempted goods ('Y/N')	
(c)	If any one of the above is yes, whether maintaining separate account for receipt or consumption of input service and input goods (refer to rule 6 (2) of CENVAT credit Rule, 2004)	
(d)	If any one of the (a) and (b) is 'yes', and (c) is 'no', which option is being availed under rule 6 (3) of the Cenvat Credit Rules, 2004	
	(i) Opted to pay an amount equal to 10% of the value of exempted goods and 8% of the value of exempted service (Y/N); or	
	(ii) Opted to pay an amount equivalent to CENVAT Credit attributable to inputs and input services used in or in relation to manufacture of exempted goods or provision of exempted	

5AA. Amount payable under rule 6 (3) of the Cenvat Credit Rules, 2004

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(a)	Value of exempted goods cleared						
(b)	Value of exempted services provided						
(c)	Amount paid under rule 6(3) of Cenvat Credit Rules, 2004, by CENVAT Credit						
(d)	Amount paid under rule 6(3) of Cenvat Credit Rules, 2004, by cash						
(e)	Total amount paid = (c) +(d)						
(f)	Challan Nos, vide which amount mentioned in (d) is paid						
(g)	Challan Dates						

Figure 7.7 Printed ST-3 Returns (Page 4)

5B. CENVAT Credit Taken and Utilized

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I)	**CENVAT Credit of Service Tax and Central Excise Duty**						
(a)	**Opening Balance**						
(b)	**Credit Taken**						
	(i) On Inputs						
	(ii) On Capital Goods						
	(iii) On Input Services received directly						
	(iv) As received from input service distributor						
	(v) From inter unit transfer by a LTU						
	Total Credit Taken = (i+ii+iii+iv+v)						
(c)	**Credit Utilized**						
	(i) For Payment of Service Tax						
	(ii) For Payment of Education Cess on taxable service						
	(iii) For Payment of Excise or any Other Duty						
	(iv) Towards clearance of Input Goods and Capital Goods removed as such						
	(v) Towards inter unit transfer of LTU						
	(vi) for payment under rule 6 (3) of the Cenvat Credit Rules, 2004						
	Total Credit Utilized = (i+ii+iii+iv+v+vi)						
(d)	**Closing Balance of CENVAT Credit = (a+b-c)**						

(II)	**CENVAT Credit of Education Cess and Secondary and Higher Education Cess**						
(a)	**Opening Balance**						
(b)	**Credit of Education Cess and Secondary and Higher Education Cess Taken**						
	(i) On Inputs						
	(ii) On Capital Goods						
	(iii) On Input Services received directly						
	(iv) As received from input service distributor						
	(v) From inter unit transfer by a LTU						
	Total Credit of Education Cess and Secondary and Higher Education Cess Taken = (i+ii+iii+iv+v)						
(c)	**Credit of Education Cess and Secondary and Higher Education Cess Utilized**						
	(i) For Payment of Education Cess and Secondary and Higher Education Cess on services						
	(ii) For Payment of Education Cess and Secondary and Higher Education Cess on goods						
	(iii) Towards Payment of Education Cess and Secondary and Higher Education Cess on clearance of Input Goods and Capital Goods removed as such						
	(iv) Towards inter unit transfer of LTU						
	Total Credit of Education Cess and Secondary and Higher Education Cess Utilized = (i+ii+iii+iv)						
(d)	**Closing Balance of Education Cess and Secondary and Higher Education Cess = (a+b-c)**						

Figure 7.8 Printed ST-3 Returns (Page 5)

6. Credit details for Input service distributor

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I)	**CENVAT Credit of Service Tax and Central Excise Duty**						
(a)	Opening Balance of CENVAT Credit						
(b)	Credit taken (for distribution) on Input Service						
(c)	Credit distributed						
(d)	Credit not eligible for distribution(rule 7(b) of CENVAT Credit Rules, 2004)						
(e)	Closing Balance						

(II)	**CENVAT Credit of Education Cess and Secondary and Higher Education Cess Credit**						
(a)	Opening Balance of Education Cess and Secondary and Higher Education Cess credit						
(b)	Credit of Education Cess and Secondary and Higher Education Cess taken (for distribution) on Input Service						
(c)	Credit of Education Cess and Secondary and Higher Education Cess distributed						
(d)	Credit of Education Cess and Secondary and Higher Education Cess not eligible for distribution (rule 7(b) of CENVAT Credit Rules, 2004)						
(e)	Closing Balance						

7. Self Assessment memorandum

(a) I / We declare that the above particulars are in accordance with the records and books maintained by me / us and are correctly stated.

(b) I / We have assessed and paid the Service Tax and / or availed and distributed CENVAT credit correctly as per the provisions of the Finance Act, 1994 and the rules made thereunder.

(c) I / We have paid duty within the specified time limit and in case of delay, I / We have deposited the interest leviable thereon.

Place: Bangalore
Date : 31-Mar-2009

(Name and Signature of Assessee or Authorised Signatory)

ACKNOWLEDGEMENT

I hereby acknowledge the receipt of your ST-3 return for the period April 2008 - September 2008

Place: Bangalore

Date : 31-Mar-2009

(Signature of the Officer of Central Excise & Service Tax)
(With Name & Official Seal)

Figure 7.9 Printed ST-3 Returns (Page 6)

8. Tax Collected at Source Reports

8.1 eTCS Returns

Tally.ERP 9 provides the following eTCS returns in the prescribed format, which can be validated with File Validation Utility and uploaded

eTCS Return Name	Periodicity
Form 27E	**Annual**
Form 27EQ	**Quarterly**

To upload the eTCS Returns, ***Go to Gateway of Tally > Display >Statutory Reports >TCS Reports > ETCS Forms***.

8.2 Form 27 D

Go to **Gateway of Tally > Display >Statutory Reports >TCS Reports > Print Form 27D**

Certificate No. : 142/44/2009/206C

FORM 27D
[See rule 37D]

Certificate of collection of tax at source under sub-section (5) of section 206C of the Income-tax Act, 1961

[For Collection of tax at source from alcoholic liquor for human consumption; tendu leaves; timber obtained under a forest lease; timber obtained by any mode other than under a forest lease; any other forest produce not being timber or tendu leaves; Scrap; or from contract or license or lease in respect of parking lot; toll plaza; mining and quarrying]

Name and address of the person collecting Tax	Acknowledgement Nos. of all Quarterly Statements of TCS under sub-section (3) of section 206C as provided by TIN Facilitation Centre or NSDL web-site		Name and address of the buyer or licensee or lessee or a person who is awarded the contract
Universal Enterprises	Quarter	Acknowledgement No.	**Janata Timbers**
Plot No. 113 & 114.	Apr-Jun	0231	#23/1
Industrial Estate, Hongasandra	Jul-Sep	0564	4th Block
Bangalore	Oct-Dec	0897	Jayanagar
	Jan-Mar		Bangalore

TAX DEDUCTION AND TAX COLLECTION A/C NO. OF THE COLLECTOR	Nature of Goods referred to in the Table in section 206C(1) or nature of contract or license or lease referred to in the table in section 206C(1C)	PAN NO. OF THE BUYER OR LICENSEE OR LESSEE OR A PERSON WHO IS AWARDED THE CONTRACT
2457354874	206C	JVNHG3457K
PAN NO. OF THE COLLECTOR	Timber Obtained Under Forest Lease	FOR THE PERIOD
EEENM16586		1-Apr-2008 to 30-Apr-2008

DETAILS OF PAYMENT,TAX COLLECTION AND DEPOSIT OF TAX INTO CENTRAL GOVERNMENT ACCOUNT

(The collector is to provide transaction-wise details of tax collected and deposited)

Sr. No.	Amount paid / credited	Date of payment / credit	Tax Collected				Cheque / DD No. if any	BSR Code of Bank branch	Date on which tax deposited dd/mm/yy	Transfer Voucher / Challan Identification No.
			TCS Rs.	Surcharge Rs.	Ed Cess	Total Rs.				
1	4,50,000.00	21-Jan-2008	11,250	1,125	372	12,747	567900	258741 / Canara Bank	07/02/08	123459
2	49,00,000.00	21-Jan-2008	62,215	6,222	2,053	70,490	567899	258741 / Canara Bank	21/01/08	123458
3	19,00,000.00	22-Feb-2008	47,500	4,750	1,568	53,818	567901	258741 / Canara Bank	23/03/08	123460
4	5,10,000.00	18-Mar-2008	15,875	1,588	524	17,987	567891	258741 / Canara Bank	07/05/07	123450
5	4,25,000.00	8-Apr-2008	10,625		319	10,944	567892	258741 / Canara Bank	07/06/07	123450

Certified that a sum of Rs. (In words) One Lakh Sixty Five Thousand Nine Hundred Eighty Six only has been collected at source and paid to the credit of the central government as per details given above

Signature of person responsible for collection of Tax

Place : Bangalore
Date : 7-May-2008

Full Name : Ramesh
Designation : Senior Accountant

Figure 8.1 Printed Form 27D Report

8.3 Form 27 B

Go to **Gateway of Tally > Display >Statutory Reports >TCS Reports > Print Form 27B**

Form No. 27B

Form for furnishing information with the statement of collection of tax at source filed on computer media for the period
(From --/ --/ -- to --/ --/ -- (dd/mm/yyyy)#

1 (a) Tax Collection Account No. 2457354874
(b) Permanent Account No. EEENM16586
(c) Financial Year 2008-09
(d) Assessment Year 2009-10
(f) Previous receipt number 21
(In Case return / statement has been filed earlier)

2 Particulars of the collector

(a) Name	Universal Enterprises
(b) Type of Collector*	Others
(b) Branch / Division (if any)	
(c) Address	
Flat No.	Plot No. 113 & 114.
Name of the premises / building	Industrial Estate, Hongasandra
Road / Street / Lane	Bangalore
Area / Location	
Town / City / District	
State	Karnataka
Pin code	560081
Telephone	08066554433
E-mail	sales@universalenterprises.com

3 Name of the person responsible for collection of tax

(a) Name	Rajesh
(b) Address	
Flat No.	178,
Name of the premises / building	Ankur Apartment
Road / Street / Lane	1st Cross, 3rd Phase
Area / Location	Jayanagar
Town / City / District	Bangalore
State	Karnataka
Pin code	560095
Telephone	080-22635229
E-mail	sales@universalenterprises.com

4 Control totals

Sr.No.	No. of party records	Amount paid Rs.	Tax Collected	Tax deposited (Total challan amount) Rs.
Total	8	1,25,63,000.00	2,16,859.00	47,672.00

5 Total Number of Annexures enclosed 2 CD's

6 Other Information

VERIFICATION

I, Rajesh , hereby certify that all the particulars furnished above are correct and complete.

Place: Bangalore
Signature of person responsible for collecting tax at source

Date: 7-Jul-2008
Name and designation of person responsible for collecting tax at source Rajesh, Senior Accountant

Figure 8.2 Printed Form 27B Report

9. Tax Deducted at Source Reports

9.1 TDS Computation report

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Computation**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

TDS Computation
1-Apr-2008 to 31-Mar-2009

Page 1

TDS Computation **1-Apr-2008 to 31-Mar-2009**

Particulars	Amount	Tax
Deduction Details		
Expenses & Advances	**87,000.00**	**4,116.00**
TDS Not Applicable		
Under Exemption Limit	15,000.00	
Zero Rated		
Taxable Expenses & Advances	72,000.00	4,116.00
Deducted		**7,515.00**
at Normal rate		7,515.00
at Lower rate		
Balance Deductable		**3,399.00**
at Normal rate		3,399.00
at Lower rate		
Payment Details		
Paid		**4,116.00**
Previous Month(s)		*4,116.00*
Current Month		
Balance Payable		**3,399.00**
Previous Month(s)		*3,399.00*
Current Month		

Figure 9.1 TDS Computation

9.2 TDS Challan Reconcilliation

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Challan Reconciliation > Select TDS Commission Or Brokerage Ledger**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

TDS Challan Reconcilation
1-Apr-2008 to 5-May-2008

Page 1

TDS Challan Reconcilation **1-Apr-2008 to 5-May-2008**

Date	Particulars	Cheque/DD No.	Name of Bank	A/c No.	Branch Name	BSR Code	Challan No.	Challan Date	Trans. ID	Is PAN Valid	Amount Paid
30-4-2008	**Ramesh Kumar**	145903	HDFC Bank	005364477129	Kasturba Road	0012934	053544	31-5-2008	3		**15,000.00**
5-5-2008	**HDFC Bank**	145891	HDFC Bank	005364477129	Kasturba Road	0012934	053620	5-5-2009	4		**2,781.00**
5-5-2008	**HDFC Bank**	145896	HDFC Bank	005364477129	Kasturba Road	0012934	053991	5-5-2009	5		**408.00**
5-5-2008	**HDFC Bank**	145901	HDFC Bank	005364477129	Kasturba Road	0012934	053323	5-5-2009	6		**927.00**

Figure 9.2 TDS Challan Reconcilliation

9.3 Form 16A

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Print Form 16A**

FORM NO.16A
[See rule 31(1)(b)]

Certificate under section 203 or 206C the Income-tax Act, 1961 for Tax deducted at source			
Financial Year	**2008-09**	TDS Certificate number#	**01247**
Whether Original / Duplicate / Amended	If Amended give Previous TDS Certificate number		
TAN of Deductor	**BLRN00789B**	Name of Deductor	**Universal Enterprises**
PAN of Deductee	**AGHPP2531M**	Name of Deductee	**Evergreen Consulting Services**
TDS Unique Transaction Number (UTN) as provided by Income Tax Department	**Whether PAN uploaded was validated by Income Tax Department? (Y/N)**	**Gross Amount Paid**	**TDS Amount**
	No	27,000.00	2,781.00
Gross TDS Amount			**2,781.00**
Total TDS amount where PAN was found valid by Income Tax Department			
I Akhil Kumar, son / daughter of S. Kumar working in the capacity of Manager - Accounts (designation) do hereby certify that a sum of Rs. 2,781.00 [Rupees Two Thousand Seven Hundred Eighty One (in words)], has been deducted at source and paid to the credit of the Central Government. I further certify that the information given above is true and correct based on the books of accounts, documents and other available records.			
Place : Bangalore			
Date : 31-Mar-2009		Signature of person responsible for deduction of tax	
Designation : Manager - Accounts		Full Name : Akhil Kumar	
#TDS certificate number is an internal reference number to be given by the Deductor (optional)			

Figure 9.3 Printed Form 16A

9.4 Form 26Q

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 26Q**

Form No. 26Q

[See sections 193, 194, 194A, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194-I, 194J, 194LA and rule 31A]

Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act, 1961 in respect of payments other than Salary for the quarter ended June/September/December/March (tick whichever applicable) 2008 - 09 (Year)

1. (a)	Tax Deduction Account No.	: BLRN00789B
(b)	Permanent Account No.	: AQBPP8542B
(c)	Financial year	: 2008 - 09
(d)	Assessment year	: 2009 - 10
(e)	Has any statement been filed earlier for this quarter (Yes/No)	: No
(f)	If answer of (e) is 'Yes' then	
	Provisional Receipt No. of original statement	:
2.	Particulars of the deductor	
(a)	Name	: Universal Enterprises
(b)	Type of deductor	: Others
(c)	Branch / Division (if any)	:
(d)	Address	:
	Flat No.	: Plot No. 113 & 114,
	Name of premises / building	: Industrial Estate, Hongasandra
	Road / Street / Lane	: Bangalore
	Area / Location	:
	Town / City / District	: Bangalore
	State	: Karnataka
	Pin code	: 560095
	Telephone No.	: 080-22635229
	E-mail	: sales@universalenterprises.com
3.	Particulars of the person responsible for deduction of tax	
(a)	Name	: Akhil Kumar
(b)	Address	:
	Flat No.	: 178,
	Name of premises / building	: Ankur Apartment
	Road / Street / Lane	: 1st Cross, 3rd Phase
	Area / Location	: Jayanagar
	Town / City / District	: Bangalore
	State	: Karnataka
	Pin code	: 560095
	Telephone No.	: 080-22635229
	E-mail	: sales@universalenterprises.com

Figure 9.4 Printed Form 26Q Page-1

4. Details of tax deducted and paid to the credit of the Central Government :

Sr. No.	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.
401	402	403	404	405	406	407
1	**94J**	**2,700.00**		**81.00**		
2	**94H**	**900.00**		**27.00**		

Sr. No.	Total tax deposited Rs. (403+404+405+406 +407)	Cheque/DD No. (if any)	BSR Code	Date on which tax deposited	Transfer Voucher / Challan serial No.(2)	Whether TDS deposited by book entry? Yes/No(3)
401	408	409	410	411	412	413
1	**2,781.00**	**145891**	**0012934**	**5-May-2008**	**053620**	**Yes**
2	**927.00**	**145901**	**0012934**	**5-May-2008**	**053323**	**Yes**

5. Details of amounts paid and tax deducted thereon from the deductees (See Annexure)

Verification

I, Akhil Kumar, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore — Signature of the person responsible for deducting tax at source _____

Date : 7-Jul-2008 — Name and designation of person responsible for deducting tax at source Akhil Kumar, Manager - Accounts

Notes

1. Indicate the type of deductor 'Government' / 'Others'
2. Government deductors to give particulars of transfer vouchers; other deductors to give particulars of Challan No. regarding deposit into bank.
3. Column is relevant only for Government deductors.

Figure 9.5 Printed Form 26Q Page-2

9.5 Annexure to 26Q

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Annexure to Form 26Q**

ANNEXURE - DEDUCTEE WISE BREAK-UP OF TDS

(Please use seperate Annexure for each line-item in the table at S.No. 4 of main Form 26Q)

Details of amounts paid/credited during the quarter ended 5-May-2008 (DD-MM-YYYY) and of tax deducted at source

BSR Code of the branch where tax is deposited	0012934	Name of Deductor	Universal Enterprises
Date on which tax deposited (dd-mm-yyyy)	5-May-2008		
Challan Serial No.	053620		
Section under which payment made	94J	TAN	BLRN00789B
Total TDS to be allocated among deductees as in the vertical total of col. 425	2,781.00		
Interest			
Others			
Total of the above	2,781.00		

Sr. No.	Dedutee Code (01-Company 02-Other than Company)	PAN of the Deductee	Name of Deductee	Date of Payment / Credit	Amount Paid / credited Rs.	Paid by book entry or otherwise	TDS
414	415	416	417	418	419	420	421
1	**01**	**AGHPP2531M**	**Evergreen Consulting Services**	**1-Apr-2008**	**27,000.00**	**Yes**	**2,700.00**
Total					**27,000.00**		**2,700.00**

Sr. No.	Surcharge	Education Cess	Total Tax deducted 421+422+423 Rs.	Total Tax deposited Rs.	Date of deduction	Rate at which deducted	Reason for non-deduction / lower deduction
414	422	423	424	425	426	427	428
1		**81.00**	**2,781.00**	**2,781.00**	**1-Apr-2008**	**10 %**	
Total		**81.00**	**2,781.00**	**2,781.00**			

Verification

I, Akhil Kumar, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore — Signature of the person responsible for deducting tax at source _____

Date : 7-Jul-2008 — Name and designation of person responsible for deducting tax at source Akhil Kumar, Manager - Accounts

Note :

*Write 'A' if 'lower deduction' or 'no deduction' is on account of a certificate under section 197.

*Write 'B' if no deduction is on account of declaration under section 197A.

Figure 9.6 Printed Annexure to Form 26Q

9.6 Form 27Q

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 27Q**

Form No. 27Q

[See sections 194E, 195, 196A, 196B, 196C, 196D and rule 31A and 37A]

Quarterly statement of deduction of tax under sub-section (3) of section 200 of the I.T. Act, 1961 in respect of payments other than Salary made to non-residents for the quarter ended June/September/December/March (tick whichever applicable) 2008 - 09 (Year)

1. (a)	Tax Deduction and collection Account No.(TAN)	: BLRN00789B
(b)	Permanent Account No.(PAN)	: AQBPP8542B
(c)	Financial year	: 2008 - 09
(d)	Assessment year	: 2009 - 10
(e)	Has any statement been filed earlier for this quarter (Yes/No)	: No
(f)	If answer of (e) is 'Yes' then	
	Provisional Receipt No. of original statement	:
2.	Particulars of the deductor	
(a)	Name	: Universal Enterprises
(b)	Type of deductor	: Others
(c)	Branch / Division (if any)	:
(d)	Address	:
	Flat No.	: Plot No. 113 & 114,
	Name of premises / building	: Industrial Estate, Hongasandra
	Road / Street / Lane	: Bangalore
	Area / Location	:
	Town / City / District	: Bangalore
	State	: Karnataka
	Pin code	: 560095
	Telephone No.	: 080-22635229
	E-mail	: sales@universalenterprises.com
3.	Particulars of the person responsible for deduction of tax	
(a)	Name	: Akhil Kumar
(b)	Address	:
	Flat No.	: 178,
	Name of premises / building	: Ankur Apartment
	Road / Street / Lane	: 1st Cross, 3rd Phase
	Area / Location	: Jayanagar
	Town / City / District	: Bangalore
	State	: Karnataka
	Pin code	: 560095
	Telephone No.	: 080-22635229
	E-mail	: sales@universalenterprises.com

Figure 9.7 Printed Form 27Q Page - 1

4. Details of tax deducted and paid to the credit of the Central Government :

Sr. No.	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.
701	702	703	704	705	706	707

Sr. No.	Total tax deposited Rs. (403+404+405+406 +407)	Cheque/DD No. (if any)	BSR Code	Date on which tax deposited	Transfer Voucher / Challan serial No.(2)	Whether TDS deposited by book entry? Yes/No(3)
701	708	709	710	711	712	713

5. Details of amounts paid and tax deducted thereon from the deductees (See Annexure)

Verification

I, Akhil Kumar, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore — Signature of the person responsible for deducting tax at source _____

Date : 7-Jul-2008 — Name and designation of person responsible for deducting tax at source Akhil Kumar, Manager - Accounts

Notes

1. Indicate the type of deductor 'Government' / 'Others'
2. Government deductors to give particulars of transfer vouchers; other deductors to give particulars of Challan No. regarding deposit into bank.
3. Column is relevant only for Government deductors.

Figure 9.8 Printed Form 27Q Page - 2

9.7 Form 26

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 26**

Form No. 26

(See sections 193, 194, 194A, 194B, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194I, 194J, 194LA and rule 37)

Annual Return of deduction of tax under section 206 of I.T. Act, 1961 in respect of all payments other than 'Salaries' for the year ending 31st March'09

1. Particulars of the person making deduction of tax

(a) Name	:	Akhil Kumar
(b) Address : Flat / Door / Block No.	:	178,
Name of Premises / Building	:	Ankur Apartment
Road / Street / Lane	:	1st Cross, 3rd Phase
Area / Locality	:	Jayanagar
Town / District / City	:	Bangalore
PIN	:	560095
State	:	Karnataka
(c) Tax Deduction Account Number	:	BLRN00789B
(d) Permanent Account Number	:	AQBPP8542B

2. Has address of the person making deduction of tax changed(1) Tick 'X' as applicable Yes ☐ No ☐

3. Status as defined within the meaning of Section 204 read with Rule 30 Tick 'X' as applicable Central Govt. ☐ Others ☒

(a) Please tick the boxes below indicating the section and type of payment (other than 'Salaries') made during the year from which tax was required to be deducted at source by you under the Income Tax Act, 1961

193 | 194 | 194A | 194B | 194BB | 194C | 194D | 194EE | 194F | 194G | 194H | 194I | 194J | 194LA

(b) Please furnish information in seperate Annexures as per the enclosed proforma for each type of payment indicated in item(a) above viz. interest, rent, commission etc.

4. Details of tax deducted and paid to the credit of the Central Government

S.No	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.	Total tax deposited	Cheque / DD No. if any	BSR Code	Date on which tax deposited	Transfer voucher/ Challan serial Number(2)	Whether TDS deposited by book entry? Yes/No
(0-95)	(096)	(097)	(098)	(099)	(100)	(101)	(102)	(103)	(104)	(105)	(106)	(107)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	**194J**	**2,700.00**		**81.00**			**2,781.00**	**1458-91**	**00129-34**	**5-May-2008**	**053620**	**Yes**
2	**194H**	**900.00**		**27.00**			**927.00**	**1459-01**	**00129-34**	**5-May-2008**	**053323**	**Yes**
	Total	**3,600.00**		**108.00**			**3,708.00**					

VERIFICATION

I, Akhil Kumar, hereby certify that all the particulars furnished above are correct and complete.

Place: Bangalore Signature of the person responsible for deducting tax at source _____

Date: 31-Mar-2009 Name and designation of person responsible for deducting tax at source Akhil Kumar, Manager - Accounts

Notes - : 1. If address has changed give changed address in column 1(b).
2. Where deduction is made by or on behalf of the Government to give particulars of transfer vouchers; other deductors to give particulars of challan no. regarding deposit into bank.
3. Column is relevant only for Government deductors.

Figure 9.9 Printed Form 26

9.8 Annexure to 26

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Annexure to Form 26**

Annexure

Details of **Commission Or Brokerage** paid / credited during the financial year and of tax deducted at source under Section 194H of Income Tax Act, 1961 :-

Deductee Code	Permanent Account Number (PAN) of Deductee	Name and Address of Deductee (Address need not be given if PAN is mentioned)	Amount of payment (Rs.)	Date on which amount paid / credited	Paid by book entry or other-wise	Rate at which tax deducted	Amount of tax deducted (Rs.)	Date on which tax deducted	Bank Branch Code (5)	Date on which tax paid to the credit of Central Government	Challan number given by Deduction bank	Date of furnishing Tax Deduction Certificate	Reason for non-deduction / lower deduction if any
108	109	110	111	112	113	114	115	116	117	118	119	120	121
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
02	ADBHH5962K		9,000.00	5-May-2008	Yes	10 %	927.00	30-Apr-2008	0012934	5-May-2008	053323	5-May-2008	

Notes :-

1. Please state the nature of payment viz. interest, rent, contract payment etc.
2. Please use seperate Annexures for deductions made under different sections.
3. Please enter Deductee Code 01 for companies, 02 for 'other than companies'.
4. Write B if paid by book entry, write C otherwise.
5. Where deduction is made by or on behalf of the Government, transfer voucher number may be entered in column (10).
6. Write A if the 'lower deduction' or 'no deduction' is on account of a certificate under Section 197.
   Write B if no deduction is on account of declaration under Section 197A
7. If necessary, please use additional sheets to give full details of payment in the above format. Please also give running serial number to all pages.

Signature of person responsible for deducting tax at source _____

Name and designation of person responsible for deducting tax at source Akhil Kumar, Manager - Accounts

Figure 9.10 Printed Annexure to Form 26

9.9 Print Form 27

Go to **Gateway of Tally> Display >Statutory Reports > TDS Reports > Return >Form 27**

Form No. 27

(See rule 37A)

Statement of deduction of tax from interest, dividends or any other sum payable to (i) persons, not being companies, who are non -residents or residents but not ordinarily residents, and (ii) companies which are neither Indian companies nor companies which have made the prescribed arrangements for the declaration and payment of dividends within India, for the period ending .....

1. Particulars of the person making deduction of tax

(a) Name	:	Akhil Kumar
(b) Address : Flat / Door / Block No.	:	178,
Name of Premises / Building	:	Ankur Apartment
Road / Street / Lane	:	1st Cross, 3rd Phase
Area / Locality	:	Jayanagar
Town / District / City	:	Bangalore
PIN	:	560095
State	:	Karnataka
(c) Tax Deduction Account Number	:	BLRN00789B
(d) Permanent Account Number	:	AQBPP8542B

2. Has address of the person making deduction of tax changed(1) Tick 'X' as applicable Yes ☐ No ☐

3. Status as defined within the meaning of Section 204 read with Rule 30 Tick 'X' as applicable Central Govt. ☐ Others ☒

(a) Please tick the boxes below indicating the section and type of payment (other than 'Salaries') made during the year from which tax was required to be deducted at source by you under the Income Tax Act, 1961

194E 195 196A 196B 196C 196D

Please furnish information in seperate Annexures as per the enclosed proforma for each type of payment indicated above. viz, interest, dividends etc. including the payments on which no tax has been deducted on the basis of certificate issued by a chartered

4. Details of tax deducted and paid to the credit of the Central Government

S.No	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.	Total tax deposited	Cheq-ue / DD No. if any	BSR Code	Date on which tax deposited	Transfer voucher/ Challan serial Number(2)	Whether TDS deposited by book entry? Yes/No
(0-95)	(096)	(097)	(098)	(099)	(100)	(101)	(102)	(103)	(104)	(105)	(106)	(107)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Total											

VERIFICATION

I, Akhil Kumar, hereby certify that all the particulars furnished above are correct and complete.

Place: Bangalore Signature of the person responsible for deducting tax at source _____

Date: 31-Mar-2009 Name and designation of person responsible for deducting tax at source Akhil Kumar, Manager - Accounts

Notes - : 1. If address has changed give changed address in column 1(b).
2. Where deduction is made by or on behalf of the Government to give particulars of transfer vouchers; other deductors to give particulars of challan no. regarding deposit into bank.
3. Column is relevant only for Government deductors.

Figure 9.11 Printed Form 27

9.10 Print Form 27A

Go to **Gateway of Tally> Display >Statutory Reports > TDS Reports > E–Return > Print Form 27A**

Form No. 27A

Form for furnishing information with the statement of deduction of tax at source filed on computer media for the period
(From 1/4/2008 to 31/3/2009)

1 (a) Tax Deduction Account No. 2457354874
(b) Permanent Account No. EEENM16586
(c) Form No. Form 27Q
(d) Financial Year 2008-09
(e) Assessment Year 2009-10
(f) Previous receipt number 1
(In Case return / statement has been filed earlier)

2 Particulars of the deductor

(a) Name	Universal Enterprises
(b) Type of deductor*	Others
(c) Branch / Division (if any)	
(d) Address	
Flat No.	Plot No. 113 & 114.
Name of the premises / building	Industrial Estate, Hongasandra
Road / Street / Lane	Bangalore
Area / Location	
Town / City / District	
State	Karnataka
Pin code	560081
Telephone	08066554433
E-mail	sales@universalenterprises.com

3 Name of the person responsible for deduction of tax

(a) Name	Rajesh
(b) Address	
Flat No.	178,
Name of the premises / building	Ankur Apartment
Road / Street / Lane	1st Cross, 3rd Phase
Area / Location	Jayanagar
Town / City / District	Bangalore
State	Karnataka
Pin code	560095
Telephone	080-22635229
E-mail	sales@universalenterprises.com

4 Control totals

Sr.No.	No.of deductee party records	Amount paid Rs.	Tax deducted Rs.	Tax deposited (Total challan amount) Rs.
Total	1	25,000.00	2,320.00	2,320.00

5 Total Number of Annexures enclosed 1

6 Other Information N.A

VERIFICATION

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place: Bangalore Signature of person responsible for deducting tax at source _____

Date: 31-Mar-2009 Name and designation of person responsible for deducting tax at source Rajesh, Manager - Accounts

*Mention type of deductor- Government or Others
dd/mm/yy :- date/month/year

Figure 9.12 Printed Form 27 A

9.11 eTDS Returns

Tally.ERP 9 provides the following eTDS returns in the prescribed format, which can be validated with File Validation Utility and uploaded

eTDS Return Name	Periodicity
Form 26Q	**Quarterly**
Form 27Q	**Quarterly**
Form 26	**Annual**
Form 27	**Annual**

To upload the eTDS Returns, Go to **Gateway of Tally > Display >Statutory Reports >TDS Reports > E-Return > E- TDS**

9.12 TDS Payables

Go to **Gateway of Tally > Display > Statements of Accounts > TDS Outstanding > TDS Payables**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

TDS Payable

1-Apr-2008 to 31-Mar-2009

Page 1

Date	Ref. No.		Opening Amount	Pending Amount	*Post-Dated Amount*	Final Balance
30-Apr-2008	Pymt / 3-1		3,399.00 Cr	3,399.00 Cr		3,399.00 Cr
	30-Apr-2008 *Payment*	3	*3,399.00 Cr*			
			3,399.00 Cr	3,399.00 Cr		3,399.00 Cr

Figure 9.13 TDS Payables Report

9.13 TDS Ledger Outstandings

Go to **Gateway of Tally > Display > Statements of Accounts > TDS Outstanding > Ledger**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

TDS All Ledger Outstandings
1-Apr-2008 to 31-Mar-2009

Page 1

Ledger Name	Pending Amount
Ramesh Kumar	3,399.00
Grand Total	3,399.00

Figure 9.14 TDS Ledger Outstandings

9.14 TDS Nature of Payment Outstandings

Go to **Gateway of Tally > Display > Statements of Accounts > TDS Outstanding > TDS Nature of Payment Outstandings**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

TDS All Nature of Payment Outstandings
1-Apr-2008 to 31-Mar-2009

Page 1

Nature of Payment	Pending Amount
Rent of Land, Building Or Furniture	3,399.00
Grand Total	3,399.00

Figure 9.15 TDS Nature of Payment Outstandings

9.15 TDS Not Deducted

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Outstandings > TDS Not Deducted**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

TDS Not Deducted Details
1-Apr-2008 to 31-Mar-2009

Page 1

TDS Not Deducted Details **1-Apr-2008 to 31-Mar-2009**

Particulars	PAN	Taxable Amount	Tax Deductable	Deducted Till Date	Balance to be Deducted
Ramesh Kumar	**KOPLL4581N**	**15,000.00**		**3,399.00**	**(-)3,399.00**
Rent of Land, Building Or Furniture		15,000.00		3,399.00	(-)3,399.00
Total		**15,000.00**		**3,399.00**	**(-)3,399.00**

Figure 9.16 TDS Not Deducted report

9.16 PAN Not Available

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Exception Reports > PAN Not Available**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

PAN Not Available
1-Apr-2008 to 31-Mar-2009

Page 1

List of all Ledger Masters
(Where PAN Details are not entered)

Supplier Ledger Name	Deductee Type	Contact Person	Contact Number	PAN / IT No.
Nikhil Gupta	Individual/HUF - Resident			

Figure 9.17 PAN Not Available

9.17 Unknown Deductee Type

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > Exception Reports > Unknown Deductee Type**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Unknown Deductee Type
1-Apr-2008 to 31-Mar-2009

Page 1

List of all Ledger Masters
(Where Deductee Type is not proper)

Supplier Ledger Name	Deductee Type	Contact Person	Contact Number	PAN / IT No.
Somitel Communication				ABVGG5680N

Figure 9.18 Unknown Deductee Type

10. Excise Reports

In Tally.ERP 9, you can generate Excise reports and registers in the prescribed formats for Manufacturers as well as Dealers dealing in Excisable goods.

10.1 Excise Dealer's Reports

Tally.ERP 9 provides the following reports for Excise Dealers :

- Excise Stock Register
- Excise Purchase Bill Register
- Sales and Purchase Extract
- Form RG 23D
- Quarterly Returns - Form 2

10.1.1 Excise Stock Register

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Dealer > Excise Stock Register**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Excise Stock Register
MP4 Player
1-Apr-2008 to 31-Mar-2009

Units : **Nos** Excise Tariff Classification : **7884578** Page 1

	Receipt										Issue			
Sl.	**Invoice No. / Date**	**Name and Address of the Supplier**	**Nature of Purch-**	**Qua-ntity**	**Ra-te**	**Assess-able Value**	**Duty per Unit**	**Total Duty**	**Ce-ss per**	**Total Cess**	**Duty Details**	**Issu-ed Qua-**	**Total Duty**	**Total Cess**
1	215487 5-Apr-2008	Computer Point 123/4 Hosur Main Road, Industrial Area, Bangalore	Manufacturer	200	3,100.00	6,20,000.00	496.00	99,200.00	14.88	2,976.00	**Duty Passed On**			
											Duty Not Passed On			
											Total			
											Balance Duty	*200*	99,200.00	2,976.00
2	559 5-Apr-2008	Sterling Business Solutions Plot-178, Yeshwanthpur Industrial Area, Bangalore	First Stage Dealer	100	3,250.00	3,25,000.00	520.00	52,000.00	15.60	1,560.00	**Duty Passed On**			
											Duty Not Passed On			
											Total			
											Balance Duty	*100*	52,000.00	1,560.00
			Total	**300**		**9,45,000.00**		**151,200.00**		**4,536.00**				

Figure 10.1 Excise Stock Register

10.1.2 Excise Purchase Bill Register

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Dealer > Excise Purchase Bill Register**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Excise Purchase Bill Register
1-Apr-2008 to 31-Mar-2009

Page 1

	Receipt									Issue				
Sl.	Invoice No. / Date	Particulars	Name and Address of the Supplier	Nature of Purch-	Quantity	Rate	Assessable Value	Total Duty	Total Cess	Vch Type / Invoice	Name and Address of the Party	Issued Qua-	Total Duty	Total Cess
1	215487 5-Apr-2008	MP4 Player 7884578	Computer Point 123/4 Hosur Main Road, Industrial Area, Bangalore	Manufacturer	200 Nos	3,100.00	6,20,000.00	99,200.00	2,976.00					
											Balance Duty	200 Nos	99,200.00	2,976.00
2	559 5-Apr-2008	MP4 Player 7884578	Sterling Business Solutions Plot-178, Yeshwanthpur Industrial Area, Bangalore	First Stage Dealer	100 Nos	3,250.00	3,25,000.00	52,000.00	1,560.00					
											Balance Duty	100 Nos	52,000.00	1,560.00
				Total	**300 Nos**		**9,45,000.00**	**151,200.00**	**4,536.00**					

Figure 10.2 Excise Purchase Bill Register

10.1.3 Sales and Purchase Extract

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Dealer > Sales and Purchase Extract**

Sales And Purchase Extract

Quarterly Return under Rule 9 of the CENVAT Rules, 2004 for the Registered Dealers

Return for the Quarterly Ending **31-Mar-2009**

1. Name of the First Stage / Second Stage Dealer : **Universal Enterprises**
2. Excise Registration Number : **AAPLS5647MXD003**
3. Address : **Plot No. 113 & 114,, Industrial Estate, Hongasandra, Bangalore**

4. Particulars of invoice issued by First Stage / Second Stage Dealer

Sl. No.	Invoice Number with Date	For all the items in the Document					
		Description of the Goods	Central Excise Tariff Heading	Quantity	Amount of Duty	Amount of Ed Cess	Amount of Sec Ed Cess
			Total				

Figure 10.3 Sales and Purchase Extract Page-1

5. Particulars of the Documents based on which the Credit is Passed on

Sl.	Invoice / Bill of Entry Number with Date	Name and Address of the First Stage / Second Stage Dealer	Name and Address of the Manufacturer / Importer	For all the items in the Document					
				Description of the Goods	Central Excise Tariff Heading	Quantity	Amount of Duty	Amount of Ed Cess	Amount of Sec Ed Cess
1	559 / 5-Apr-2008	Sterling Business Solutions Plot-178, Yeshwanthpur Industrial Area, Bangalore		MP4 Player	7884578	100 Nos	52,000.00	1,040.00	520.00
2	215487 / 5-Apr-2008		Computer Point 123/4 Hosur Main Road, Industrial Area, Bangalore	MP4 Player	7884578	200 Nos	99,200.00	1,984.00	992.00
					Total	300 Nos	1,51,200.00	3,024.00	1,512.00

Place : **Bangalore**
Date : **31-Mar-2009**

Signature of the Registered Person or the Authorised Signatory

Seal of the Registered Dealer

Figure 10.4 Sales and Purchase Extract Page-2

10.1.4 Form RG 23D

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Dealer > Form RG 23D**

FORM RG 23D All Items
Performa for records of receipts of duty paid goods and issue thereof

1-Apr-2008 to 31-Mar-2009

1. Name : **Universal Enterprises**
2. Address : **Plot No. 113 & 114,, Industrial Estate, Hongasandra, Bangalore**
3. Excise Regn. No. : **AAPLS5647MXD003**
4. Commissionerate : **Bangalore I**
5. Range : **Koramangala**
6. Division : **Division II**

Page 1 (A)

Invoice No. / Date	RG 23D No.	Name and Address of Manufacturer / Importer including Central Excise Regn. No. / Range / Division / Commissionerate	Particulars	Quantity	Rate	Assessable Value	Basic Excise Duty	Education Cess	Secondary Education Cess	Excise Duty per Unit
215487 5-Apr-2008 / Excise - Purchases *Duty Passed On*	M11245	Computer Point 123/4 Hosur Main Road, Industrial Area, Bangalore ADFETDF12457 Yeshwanthpur Koramangalam Bangalore GPO	MP4 Player 7884578	200 Nos	3,100.00	6,20,000.00	99,200.00	1,984.00	992.00	510.88
		Balance Duty		200 Nos			99,200.00	1,984.00	992.00	
559 5-Apr-2008 / Excise - Purchases *Duty Passed On*	MI2451	Sterling Business Solutions Plot-178, Yeshwanthpur Industrial Area, Bangalore AFGHN12457812652 Koramangala Yeshwanthpur Bangalore GPO	MP4 Player 7884578	100 Nos	3,250.00	3,25,000.00	52,000.00	1,040.00	520.00	535.60
		Balance Duty		100 Nos			52,000.00	1,040.00	520.00	

Figure 10.5 Form RG 23D

10.1.5 Quarterly Returns - Form 2

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Dealer > Quarterly Returns - Form 2**

Form - 2

Quarterly Return under Rule 9 of the CENVAT Rules, 2004 for the Registered Dealers

Return for the Quarterly Ending **31-Mar-2009**

1. Name of the First Stage / Second Stage Dealer : **Universal Enterprises**
2. Excise Registration Number : **AAPLS5647MXD003**
3. Address : **Plot No. 113 & 114,, Industrial Estate, Hongasandra, Bangalore**

4. Particulars of invoice issued by First Stage / Second Stage Dealer

Sl. No.	Invoice Number with Date	For the Main Item in the Document					
		Description of the Goods	Central Excise Tariff Heading	Quantity	Amount of Duty	Amount of Ed Cess	Amount of Sec Ed Cess
			Total				

Figure 10.6 Quarterly Returns - Form 2 Page-1

5. Particulars of the Documents based on which the Credit is Passed on

Sl.	Invoice / Bill of Entry Number with Date	Name and Address of the First Stage / Second Stage Dealer	Name and Address of the Manufacturer / Importer	For the Main Item in the Document					
				Description of the Goods	Central Excise Tariff Heading	Quantity	Amount of Duty	Amount of Ed Cess	Amount of Sec Ed Cess
					Total				

Place : **Bangalore**
Date : **31-Mar-2009**

Signature of the Registered Person or the Authorised Signatory

Seal of the Registered Dealer

Figure 10.7 Quarterly Returns - Form 2 Page-2

10.2 Excise Manufacturer's Reports

Tally.ERP 9 provides the following reports for Excise Manufacturers :

- Excise Computation
- PLA Register
- Daily Stock Register
- Form ER1
- Form ER3
- CENVAT Credit Availed Report
- CENVAT Credit Register

10.2.1 Excise Computation Report

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Manufacturer > Excise Computation**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Excise Computation
1-Apr-2008 to 30-Apr-2008

Page 1

Particulars		Assessable Value	Duty Amount
Excise Duty Payable			
A. Excise Sales			
Regular Rate		1,02,000.00	17,465.60
Special Rate			
Exempt			
Export			
	Total Excise Sales (A)	**1,02,000.00**	**17,465.60**
B. Payable from previous period			
	Total Excise Duty Payable (A+B)		**17,465.60**
C. Excise Duty Payments / Credit Adjustments			
G.A.R. 7 Payments			18,304.00
Credit Adjustments			11,400.00
	Total Excise duty paid / Adjusted (C)		**29,704.00**
	Balance Excise Duty Payable ((A+B)-C)		**12,238.40**
Other Charges			
Interest			
Penalty			
	Total Other charges		
Balance Input Credit			
CENVAT Credit on Inputs			
CENVAT Credit on Capital Goods			
Service Tax Input Credit			
	Total Available CENVAT credit		

Figure 10.8 Excise Computation

10.2.2 Daily Stock Register

Go to **Gateway of Tally > Display > Statutory Reports> Excise Reports > Manufacturer > Daily Stock Register**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Daily Stock Register
Cold Rolled Channels - 10mm
1-Apr-2008 to 4-May-2008

Units : **Nos** Excise Tariff Classification : **72221992** Page 1

Date	Document Reference	Opening Balance	Quantity Manufactured	Total Quantity	Issued for Further Pro-	Issued for repacking	Issued for Exempt / Expo-	Quantity Issued for Sales	Assessable Value	Excise Duty	Education Cess	Secondary Educati-	Balance Quantity	Excise Notification	Remarks
7-Apr-2008	[illegible]		200	200									200		
16-Apr-2008	[illegible]	200		200				100	32,272.73	5,163.64	103.27	51.64	100		
22-Apr-2008	[illegible]	100		100				100	30,000.00	4,800.00	96.00	48.00			
	Total		**200**	**200**				**200**	**62,272.73**	**9,963.64**	**199.27**	**99.64**			

Figure 10.9 Daily Stock Register

10.2.3 PLA Register

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Manufacturer > PLA Register**

Original

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

PLA Register
For the month of April 2008

Page 1 (A)

Commissionerate : Bangalore-V

Division : Division II

Range : Hosur

Name of the Factory : Universal Enterprises

Address : Plot No. 113 & 114,, Industrial Estate, Hongasandra, Bangalore

Registration EC Code No. : KABCC3220DXL003

Sl. No. of Entry	Particulars of Credit / Debit Document Description of Documents with name of treasury where necessary	Document No. / Date	Central Excise Tariff Sub-heading Number	ECC No. of the Buyer	Basic Excise Duty		
					Credit	Debit	Balance
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Excise - Sales	MCE101009-10/10-Apr-2008	72221199	SCL49024HIAP002	11,520.00		11,520.00
2	Journal	1 / 10-Apr-2008	72221191			9,600.00	1,920.00
3	Excise - Sales	MCE102009-10/16-Apr-2008	72221199	SLOP203145784	11,360.00		13,280.00
4	Excise - Sales	MCE103009-10/22-Apr-2008	72221166	SCL49024HIAP002	5,600.00		18,880.00

Figure 10.10 PLA Register

10.2.4 Form ER 1

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Manufacturer > Form ER 1**

ANNEXURE-12

Monthly return for production and removal of goods and other relevant particulars and CENVAT credit
Form E.R.-1

Original/Duplicate

[See rule 12 of the Central Excise Rules, 2002 and rule 9(7) of CENVAT Credit Rules,2004]

	MM	YYYY
Return of excisable goods and availment of CENVAT credit for the Month	04	2008

Large Taxpayer Unit opted for (name of the city)*:-

1. Registration number :- **KABCC3220DXL003**

2. Name of the Assessee :- **Universal Enterprises**

3. Details of the manufacture, clearance and duty payable:-

CETSH NO. (1)	Description of goods (2)	Unit of quantity (3)	Opening balance (3A)	Quantity manufactured (4)	Quantity cleared (5)	Closing balance (5A)	Assessable Value (Rs.) (6)
	72221166	Nos		50	50		
	72221992	Nos		200	200		62,272.73
	72221199			300		300	

Duty (7)	Notification availed (8)	Serial number in Notification (9)	Rate of duty (adv) (10)	Rate of duty (specific) (11)	Duty Payable (12)	Provisional assessment number (if any) (13)
Basic Excise Duty					10,763.64	
Education Cess					299.27	
Secondary Education Cess					149.64	

4. Clearance details of inter unit transfer of intermediate goods without payment of duty under sub-rule (1) of rule 12BB*:-

Registration number of the recipient unit (1)	Name and address of the recipient premises (2)	CETSH NO (3)	Description of goods sent (4)	Unit of Quantity (5)	Quantity cleared (6)

5. Receipt details of intermediate goods received from other premises under sub-rule (1) of rule 12BB*:-

Registration number of sender premises (1)	Name and address of the sender premises (2)	CETSH NO (3)	Description of goods received (4)	Unit of Quantity (5)	Quantity received (6)

6. Details of duty paid on excisable goods:-

Duty Code	Credit Account (Rs.)	Account Current (Rs.)	Challan		BSR code	Total duty paid (2+3)
			No.	Date		
(1)	(2)	(3)	(4A)	(4B)	(5)	(6)
			934150	4-May-2008	00531	
Basic Excise Duty	9,600.00	18,304.00				27,904.00
Education Cess	1,200.00					1,200.00
Secondary Education Cess	600.00					600.00

Figure 10.11 Printed Form ER 1 (Page 1)

7. Abstract of ACCOUNT-CURRENT (Cash payment):-

Summary particulars	Amount in Rs.
(1)	(2)
Opening Balance	
Add: TR-6/GAR-7 Challan payments made in the month (in aggregate)	18,304.00
Add*: Adjustment of the excess duty paid during previous period under sub-rule(2) of rule 12BB (in case of LT)	
Total amount available	18,304.00
Less: Utilization towards Payment of duties on excisable goods during the month [vide Details furnished under col.no. 3 in Sl.No. (6) of the Return]	18,304.00
Less: Utilization towards Other Payments made during the month [vide Details furnished under Sl.No. (9) of the Return]	
Closing balance	

8. Details of CENVAT credit taken and utilised:-

Sl. No.	Details of credit	CENVAT (Rs.)	AED (TTA) (Rs.)	NCCD (Rs.)	ADE levied under clause 85 of Finance Act, 2005 (Rs.)	Additional duty of cus -toms levied under section 3 (5) of the Customs Tariff Act, 1975	Education Cess on excisable goods (Rs.)	Secondary and Higher Education Cess on Excisable goods (Rs.)	Service Tax (Rs.)	Education Cess on taxable services (Rs.)	Seconda- ry and Higher Education Cess on taxable services (Rs.)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Opening balance										
2	Credit taken on inputs on invoices issued by manufac- turers	9,600.00					1,200.00	600.00			
3	Credit taken on inputs on invoices issued by Ist or IInd stage dealers										
4	Credit taken on imported inputs										
5	Credit taken on capital goods on invoices issued by manufac- turers or by Ist or IInd stage dealers										

Figure 10.12 Printed Form ER 1 (Page 2)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6	Credit taken on imported capital goods										
7	Credit taken on input services										
8	Credit taken from inter-unit transfer of credit by a large taxpayer										
9	Credit taken under sub -rule (2) of rule 12BB of Central Excise Rules, 2002*										
10	Total credit available	9,600.00					1,200.00	600.00			
11	Credit utilised for payment of duty on goods	9,600.00					1,200.00	600.00			
12	Credit utilised when inputs or capital goods are removed as such										
13	Credit utilised for payment of amount in terms of Rule 6 of CENVAT Credit Rules, 2004.										
14	Credit utilised for other payment										
15	Credit utilised for payment of tax on services										
16	Credit utilised towards inter unit transfer of credit by a large taxpayer *										
17	Closing balance										

Figure 10.13 Printed Form ER 1 (Page 3)

9. Details of other payments made:-

Payments	Amount paid (Rs.)		Challan		BSR code	Source document	
	Account current	Credit Account	No.	Date		No.	date
(1)	(2A)	(2B)	(3A)	(3B)	(4)	(5A)	(5B)
Arrears of duty under rule 8							
Other arrears of duty							
Interest payment under rule 8							
Other interest payments							
Misc. payments							
[Total]							

10. Self-Assessment Memorandum:-

(a) I hereby declare that the information given in this return is true, correct and complete in every respect and that I am authorised to sign on behalf of the assessee.
(b) During the month, total Rs. 18,304.00 was deposited vide TR-6 Challans (copies enclosed).
(c) During the month, invoices bearing S.No. MCE/101/09-10 to MCE/103/09-10 were issued.
(d) During the month, transfer challans under rule 12BB of the Central Excise Rules, 2002 bearing S.No._____to____, and transfer challan under rule 12A of the CENVAT Credit Rules, 2004 bearing S.No._____to_____were issued.*

UNIVERSAL ENTERPRISES
(Authorised signatory)

Place : **Bangalore**
Date : **30-Apr-2008**

*Applicable only for large taxpayers defined under Rule 2(ea) of the Central Excise Rule,2002 and who has opted to operate as Large Taxpayer.

ACKNOWLEDGMENT

	MM	YYYY
Return of excisable goods and availment of CENVAT credit for the month of	04	2008

	DD	MM	YYYY
Date of Receipt			

Figure 10.14 Printed Form ER 1 (Page 4)

10.2.5 CENVAT Credit Availed

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Manufacturer > CENVAT Credit Availed**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

CENVAT Credit Availed On Principal Input
1-Apr-2008 to 31-Mar-2009

Page 1 (A)

Sl. No.	Date of Entry	Invoice / Adj Reference	Type of Document	Supplier Name	Supplier ECC No.	Assessable Value	Basic Excise Duty
1	2	3	4	5	6	7	8
1	3-Apr-2008	DSI/202	Excise - Purchases	Beekay Engineering Corporation	APL0112450XC125	**25,200.00 Dr**	9,600.00 Dr
	10-Apr-2008	*1*	*Journal*				*9,600.00 Cr*
							9,600.00 Cr
				Balance			
				Total Cenvat			**9,600.00 Dr**
				Total Adjusted			**9,600.00 Cr**
				Balance			

Figure 10.15 CENVAT Credit Availed

10.2.6 CENVAT Credit Register

Go to **Gateway of Tally > Display > Statutory Reports > Excise Reports > Manufacturer > CENVAT Credit Register**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

CENVAT Credit Register On Principal Input
1-Apr-2008 to 4-May-2008

Page 1

Month	Particulars	Basic Excise Duty	Education Cess	Secondary Education Cess	Total
April-2008	*Opening Balance*				
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
May-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
June-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
July-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
August-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
September-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
October-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
November-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
December-2008	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
January-2009	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
February-2009	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
March-2009	*Opening Balance*	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr
	Closing Balance	4,436.36 Dr	1,093.53 Dr	546.76 Dr	6,076.65 Dr

Figure 10.16 CENVAT Credit Register

11. Payroll Registers and Reports

11.1 Payroll voucher

Go to **Gateway of Tally > Payroll Vouchers >** press **Ctrl+F4 >** press **Alt+A** (Payroll Auto Fill) and select the required details

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Voucher

No. : **1** Dated : **30-Apr-2008**

Particulars		Debit	Credit
Basic Pay	*Dr*	**46,923.00**	
Primary Cost Category			
Ajay	**10,000.00 Dr**		
Mahesh	**34,615.00 Dr**		
Rahul	**2,308.00 Dr**		
House Rent Allowance	*Dr*	**16,769.00**	
Primary Cost Category			
Ajay	**2,000.00 Dr**		
Mahesh	**13,846.00 Dr**		
Rahul	**923.00 Dr**		
Conveyance	*Dr*	**3,800.00**	
Primary Cost Category			
Ajay	**2,000.00 Dr**		
Mahesh	**1,000.00 Dr**		
Rahul	**800.00 Dr**		
Overtime Pay	*Dr*	**700.00**	
Primary Cost Category			
Ajay	**200.00 Dr**		
Mahesh	**100.00 Dr**		
Rahul	**400.00 Dr**		
Variable Pay	*Dr*	**1,000.00**	
Primary Cost Category			
Ajay	**500.00 Dr**		
Rahul	**500.00 Dr**		
To Employee's PF Contribution @ 12%			**1,837.00**
Primary Cost Category			
Ajay	**780.00 Cr**		
Mahesh	**780.00 Cr**		
Rahul	**277.00 Cr**		
To Professional Tax			**380.00**

continued ...

Figure 11.1 Payroll Voucher

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Voucher

(Page 2)

No. : **1** Dated : **30-Apr-2008**

Particulars		Debit	Credit
Primary Cost Category			
Ajay	**150.00 Cr**		
Mahesh	**200.00 Cr**		
Rahul	**30.00 Cr**		
To Salary Payable			**66,975.00**
Primary Cost Category			
Ajay	**13,770.00 Cr**		
Mahesh	**48,581.00 Cr**		
Rahul	**4,624.00 Cr**		
On Account of :			
Pay Period : 1-Apr-2008 to 30 -Apr-2008			
		69,192.00	**69,192.00**

Authorised Signatory

Checked by : Verified by

Figure 11.2 Payroll voucher

11.2 Attendance Voucher - Overtime

Go to **Gateway of Tally > Payroll Vouchers >** press **Ctrl+F5 >** press **Alt+A** (Attd Auto Fill) and select the relevant attendance type and other details

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Attendance Voucher

No.: **6** Dated: **31-Jan-2008**

Employee Name	Attendance/Production Type	Value Unit
Ajay	Overtime	5- 0 Hrs
Mahesh	Overtime	3- 0 Hrs
Rahul	Overtime	10- 0 Hrs
Rajesh	Overtime	4- 0 Hrs
Suresh	Overtime	23- 0 Hrs
Vijay Kumar	Overtime	2- 0 Hrs

Authorised Signatory

Checked by Verified by

Figure 11.3 Attendance Voucher - Overtime

11.3 Payslip

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payslip**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payslip
for 31-Mar-2009

Ajay

Employee Number	: 001	Income Tax Number (PAN)	: VKIO5487P
Function	: Sales	PF Account Number	: KN/BN/1818/564
Designation	: Area Sales Manager	ESI Number	:
Location	: Bangalore	Passport Details	: KN/PAS231/004
Bank Details	: 001423137862, HDFC Bank, Koramangala	Visa Expiry Date	: 11-Oct-2010

Attendance Details	Current Period	YTD
Overtime	22- 0 Hrs	135- 0 Hrs
Present	26 Days	295 Days

Earnings	Current Period	YTD	Deductions	Current Period	YTD
Basic Pay	10,000.00	1,13,462.00	Employee's PF Contribution @ 12%	780.00	9,360.00
House Rent Allowance	2,000.00	22,691.00	Employee's ESI Contribution @ 1.75%		
Conveyance	2,000.00	24,000.00	Professional Tax	200.00	2,050.00
Overtime Pay	2,200.00	11,400.00	Staff Salary Advance	2,000.00	10,000.00
Variable Pay	1,000.00	6,500.00			
Bonus	10,000.00	10,000.00			
Total Earnings	**27,200.00**	**1,88,053.00**	**Total Deductions**	**2,980.00**	**21,410.00**
			Net Amount	**24,220.00**	**1,66,643.00**

Amount (in words) :
Rs. Twenty Four Thousand Two Hundred Twenty Only

for Universal Enterprises

Authorised Signatory

Figure 11.4 Payslip

11.4 Pay Sheet

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Pay Sheet**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Pay Sheet
1-Mar-2009 to 31-Mar-2009

Page 1 (A)

Particulars	Basic	*Bonus*	Conveyance	*HRA*	Overtime Pay	*Variable Pay*	**Total Earnings**
Primary Cost Category	70,885.00	50,000.00	5,200.00	26,355.00	4,400.00	3,000.00	**1,59,840.00**
Accounts	5,000.00	10,000.00	800.00	2,000.00	2,200.00	2,000.00	**22,000.00**
Rahul	5,000.00	10,000.00	800.00	2,000.00	2,200.00	2,000.00	**22,000.00**
Administration	12,616.00	10,000.00	1,400.00	5,047.00			**29,063.00**
Suresh	4,154.00	5,000.00	600.00	1,662.00			**11,416.00**
Vijay Kumar	8,462.00	5,000.00	800.00	3,385.00			**17,647.00**
Sales	53,269.00	30,000.00	3,000.00	19,308.00	2,200.00	1,000.00	**1,08,777.00**
Ajay	10,000.00	10,000.00	2,000.00	2,000.00	2,200.00	1,000.00	**27,200.00**
Mahesh	43,269.00	20,000.00	1,000.00	17,308.00			**81,577.00**
Grand Total	**70,885.00**	**50,000.00**	**5,200.00**	**26,355.00**	**4,400.00**	**3,000.00**	**1,59,840.00**

Figure 11.5 Pay Sheet

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Pay Sheet
1-Mar-2009 to 31-Mar-2009

Page 1 (B)

Particulars	*ESI@1.75 %*	EPF@12%	*Profession Tax*	Staff Salary Advance	**Total Deductions**	**Net Amount**
Primary Cost Category	287.00	3,438.00	950.00	2,000.00	**6,675.00**	**1,53,165.00**
Accounts	175.00	600.00	200.00		**975.00**	**21,025.00**
Rahul	175.00	600.00	200.00		**975.00**	**21,025.00**
Administration	112.00	1,278.00	350.00		**1,740.00**	**27,323.00**
Suresh	112.00	498.00	150.00		**760.00**	**10,656.00**
Vijay Kumar		780.00	200.00		**980.00**	**16,667.00**
Sales		1,560.00	400.00	2,000.00	**3,960.00**	**1,04,817.00**
Ajay		780.00	200.00	2,000.00	**2,980.00**	**24,220.00**
Mahesh		780.00	200.00		**980.00**	**80,597.00**
Grand Total	**287.00**	**3,438.00**	**950.00**	**2,000.00**	**6,675.00**	**1,53,165.00**

Figure 11.6 Pay Sheet

11.5 Payroll Statement

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payroll Statement**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Statement
For All Employees
1-Mar-2009 to 31-Mar-2009

Page 1

Particulars	*Basic*
Primary Cost Category	70,885.00
Accounts	5,000.00
Rahul	5,000.00
Administration	12,616.00
Suresh	4,154.00
Vijay Kumar	8,462.00
Sales	53,269.00
Ajay	10,000.00
Mahesh	43,269.00
Grand Total	**70,885.00**

Figure 11.7 Payroll Statement

11.6 Groupwise Payroll Statement

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payroll Statement** > (select the required ledger) > press **Ctrl + F7** and select the relevant cost category and Employee Group

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Statement
For All Employees Under Group: Sales
1-Mar-2009 to 31-Mar-2009

Page 1

Particulars	*EPF@12%*
Primary Cost Category	1,560.00
Sales	1,560.00
Ajay	780.00
Mahesh	780.00
Grand Total	**1,560.00**

Figure 11.8 Groupwise Payroll Statement

11.7 Payment Advice

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payment Advice**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payment Advice

31-Mar-2009

The Manager
HDFC Bank

Dear Sir,

Payment Advice from Universal Enterprises A/C # for period 1-Mar-2009 to31-Mar-2009

Please make the payroll transfer from above account number to the below mentioned account numbers towards employee salaries:

Sl. No.	Name of the Employee	Account No.	Amount
1.	Ajay	001423137862	14,220.00
2.	Mahesh	001453276895	60,597.00
3.	Rahul	001245766542	11,075.00
4.	Suresh	004523727221	5,746.00
5.	Vijay Kumar	001254624565	11,717.00
	Total		**1,03,355.00**

Yours Sincerely
for Universal Enterprises

Authorised Signatory

Figure 11.9 Payment Advice

11.8 Payroll Register

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payroll Register**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Register
1-Jan-2009 to 31-Mar-2009

Page 1

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
31-1-2009	**Employer EPS @ 8.33%**	**Payroll**	28	**2,415.00**	
	Employer EPF @ 3.67%			**1,065.00**	
	PF Payable				**3,480.00**
	Pay Period : 1-Jan-2009 to 31 -Jan-2009				
31-1-2009	**Basic Pay**	**Payroll**	29	**74,500.00**	
	House Rent Allowance			**27,800.00**	
	Conveyance			**5,200.00**	
	Overtime Pay			**3,300.00**	
	Employee's PF Contribution @ 12%				**3,480.00**
	Professional Tax				**670.00**
	Employee's ESI Contribution @ 1.75%				**258.00**
	Salary Payable				**1,06,392.00**
	Pay Period : 1-Jan-2009 to 31 -Jan-2009				
31-1-2009	**Employer ESI @ 4.75%**	**Payroll**	30	**699.00**	
	ESI Payable				**699.00**
	Pay Period : 1-Jan-2009 to 31 -Jan-2009				
28-2-2009	**Basic Pay**	**Payroll**	31	**74,115.00**	
	House Rent Allowance			**27,646.00**	
	Conveyance			**5,200.00**	
	Overtime Pay			**420.00**	
	Variable Pay			**1,000.00**	
	Employee's PF Contribution @ 12%				**3,480.00**
	Professional Tax				**620.00**
	Staff Salary Advance				**3,000.00**
	Employee's ESI Contribution @ 1.75%				**258.00**
	Salary Payable				**1,01,023.00**
	Pay Period : 1-Jan-2009 to 31 -Jan-2009				
28-2-2009	**Employer EPS @ 8.33%**	**Payroll**	32	**3,000.00**	
	Employer EPF @ 3.67%			**480.00**	
	PF Payable				**3,480.00**
	Pay Period : 1-Jan-2009 to 31 -Jan-2009				
28-2-2009	**Employer ESI @ 4.75%**	**Payroll**	33	**699.00**	
	ESI Payable				**699.00**
	Pay Period : 1-Jan-2009 to 31 -Jan-2009				
31-3-2009	**Basic Pay**	**Payroll**	34	**70,885.00**	
	House Rent Allowance			**26,355.00**	
	Conveyance			**5,200.00**	
	Overtime Pay			**4,400.00**	
	Variable Pay			**3,000.00**	
	Employee's PF Contribution @ 12%				**3,438.00**
	Professional Tax				**760.00**
	Staff Salary Advance				**2,000.00**
	Employee's ESI Contribution @ 1.75%				**287.00**
	Salary Payable				**1,03,355.00**
	Pay Period : 1-Mar-2009 to 31 -Mar-2009				

continued ...

Figure 11.10 Payroll Register

Universal Enterprises
Payroll Register : 1-Jan-2009 to 31-Mar-2009 Page 2

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
31-3-2009	**Employer EPS @ 8.33%**	**Payroll**	35	**2,386.00**	
	Employer EPF @ 3.67%			**1,052.00**	
	PF Payable				**3,438.00**
	Pay Period : 1-Mar-2009 to 31 -Mar-2009				
31-3-2009	**Employer ESI @ 4.75%**	**Payroll**	36	**780.00**	
	ESI Payable				**780.00**
	Pay Period : 1-Mar-2009 to 31 -Mar-2009				
31-3-2009	**Bonus**	**Payroll**	37	**50,000.00**	
	Professional Tax				**190.00**
	Salary Payable				**49,810.00**
	Pay Period : Bonus for period 1-Aprir-2008 to 31-Mar-2009				

Figure 11.11 Payroll Register

11.9 Employee Pay Head Breakup

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Employee Pay Head Breakup** and select the required Ledger

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Employee Breakup of Pay Head
1-Apr-2008 to 31-Mar-2009

Page 1

	Pay Head: Basic Pay		
	Opening Balance	**Transactions**	**Closing Balance**
		Debit / Credit	
Primary Cost Category		*8,25,192.00*	**8,25,192.00 Dr**
Accounts		54,617.00	54,617.00 Dr
Administration		1,46,538.00	1,46,538.00 Dr
Sales		6,24,037.00	6,24,037.00 Dr

Figure 11.12 Employee Pay Head Breakup

11.10 Pay Head Employee BreakUp

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Pay Head Employee Breakup** and select the required Ledger

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Breakup of Employee
1-Apr-2008 to 31-Mar-2009

Page 1

	Employee: Mahesh		
	Transactions		Closing
	Debit	Credit	Balance
Current Liabilities	*7,26,562.15*	*7,41,768.80*	**15,206.65 Cr**
EDLI Admin Charges @ 0.01%	7.15	7.80	*0.65 Cr*
EDLI Contribution @ 0.5%	22.00	24.00	*2.00 Cr*
Employee's PF Contribution @ 12%	11,280.00	9,360.00	*1,920.00 Dr*
PF Admin Charges @ 1.10%	1,034.00	858.00	*176.00 Dr*
PF Payable	11,280.00	8,580.00	*2,700.00 Dr*
Professional Tax	2,400.00	2,400.00	
Salary Payable	7,00,539.00	7,20,539.00	*20,000.00 Cr*
Indirect Expenses	*7,40,879.00*		**7,40,879.00 Dr**
Salaries & Remuneration Paid	7,12,299.00		7,12,299.00 Dr
Employer PF Contributions	8,580.00		8,580.00 Dr
Bonus	20,000.00		*20,000.00 Dr*
Grand Total	***14,67,441.15***	***7,41,768.80***	**7,25,672.35 Dr**

Figure 11.13 Payhead Employee breakup

11.11 Attendance Sheet

Go to **Gateway of Tally > Display > Payroll Reports > Attendance Sheet**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Attendance Sheet
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Absent	Overtime	Present
Branch Office			
Head Office			
Primary Cost Category		339 Hrs 30 Mins	1460 Days
Accounts		61 Hrs	284 Days
Rahul		61 Hrs	284 Days
Administration		106 Hrs	514 Days
Suresh		62 Hrs	240 Days
Vijay Kumar		44 Hrs	274 Days
Sales		172 Hrs 30 Mins	662 Days
Ajay		135 Hrs	295 Days
Mahesh		26 Hrs 30 Mins	286 Days
Transport Unit			

Figure 11.14 Attendance Sheet

11.12 Group wise Attendance Sheet

Go to **Gateway of Tally > Display > Payroll Reports > Attendance Sheet >** press **Ctrl + F7** and select the relevant cost category and Employee Group

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Attendance Sheet
1-Mar-2009 to 31-Mar-2009

Page 1

Particulars	Absent	Overtime	Present
Primary Cost Category		22 Hrs	51 Days
Sales		22 Hrs	51 Days
Ajay		22 Hrs	26 Days
Mahesh			25 Days

Figure 11.15 Group wise Attendance Sheet

11.13 Attendance Register

Go to **Gateway of Tally > Display > Payroll Reports > Attendance Register**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Attendance Register
1-Apr-2008 to 31-Jul-2008

Page 1

Date	Particulars		Vch Type	Vch No.	Debit Amount	Credit Amount
30-4-2008	**Ajay - Present**		**Attendance**	1		
	Ajay	**Present**	**26**			
	Mahesh	**Present**	**20**			
	Rahul	**Present**	**12**			
30-4-2008	**Ajay - Overtime**		**Attendance**	2		
	Ajay	**Overtime**	**2- 0**			
	Mahesh	**Overtime**	**0-30**			
	Rahul	**Overtime**	**4- 0**			
31-5-2008	**Ajay - Present**		**Attendance**	3		
	Ajay	**Present**	**23**			
	Mahesh	**Present**	**22**			
	Rahul	**Present**	**24**			
	Rajesh	**Present**	**12**			
	Vijay Kumar	**Present**	**25**			
31-5-2008	**Rahul - Overtime**		**Attendance**	4		
	Rahul	**Overtime**	**5- 0**			
	Rajesh	**Overtime**	**2- 0**			
	Vijay Kumar	**Overtime**	**3- 0**			
30-6-2008	**Ajay - Present**		**Attendance**	5		
	Ajay	**Present**	**25**			
	Mahesh	**Present**	**20**			
	Rahul	**Present**	**25**			
	Rajesh	**Present**	**26**			
	Suresh	**Present**	**14**			
	Vijay Kumar	**Present**	**26**			
30-6-2008	**Ajay - Overtime**		**Attendance**	6		
	Ajay	**Overtime**	**5- 0**			
	Mahesh	**Overtime**	**3- 0**			
	Rahul	**Overtime**	**10- 0**			
	Rajesh	**Overtime**	**4- 0**			
	Suresh	**Overtime**	**23- 0**			
	Vijay Kumar	**Overtime**	**2- 0**			
31-7-2008	**Ajay - Present**		**Attendance**	7		
	Ajay	**Present**	**26**			
	Mahesh	**Present**	**25**			
	Rahul	**Present**	**22**			
	Rajesh	**Present**	**26**			
	Suresh	**Present**	**23**			
	Vijay Kumar	**Present**	**25**			
31-7-2008	**Ajay - Overtime**		**Attendance**	8		
	Ajay	**Overtime**	**4- 0**			
	Mahesh	**Overtime**	**5- 0**			
	Rajesh	**Overtime**	**5- 0**			
	Suresh	**Overtime**	**8- 0**			
	Vijay Kumar	**Overtime**	**9- 0**			

Figure 11.16 Attendance Register

11.14 Gratuity Report

Go to **Gateway of Tally > Display > Payroll Reports > Gratuity Report**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Gratuity Summary
For All Employees
As on : 31-Mar-2009

Page 1

Particulars	Date of Birth	Date of Joining	Date of Deactivation	Gratuity Eligible Salary	Gratuity Amount
Primary Cost Category				**74,500.00**	
Accounts				**5,000.00**	
Rahul		15-4-2007		5,000.00	
Administration				**14,500.00**	
Suresh	20-5-1975	10-6-2007		4,500.00	
Vijay Kumar	24-5-1958	1-5-2007		10,000.00	
Sales				**55,000.00**	
Ajay		1-4-2007		10,000.00	
Mahesh		1-4-2007		45,000.00	
Grand Total					

Figure 11.17 Gratuity Summary

11.15 Employee Wise Gratuity Report

Go to **Gateway of Tally > Display > Payroll Reports > Gratuity Report >** press **Ctrl + F7** and select the relevant cost category and Employee Group

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Gratuity Summary
For Employee: Vijay Kumar
As on : 31-Mar-2009

Page 1

Particulars	Date of Birth	Date of Joining	Date of Deactivation	Gratuity Eligible Salary	Gratuity Amount
Primary Cost Category				**74,500.00**	
Vijay Kumar	24-5-1958	1-5-2007		10,000.00	
Grand Total					

Figure 11.18 Employee Wise Gratuity details

11.16 Groupwise Passport Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports > Expat Reports > Passport Expiry**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Passport Expiry Report
For All Employees

Page 1

Particulars	Passport Number	Country of Issue	Date of Joining	Passport Expiry Date
Branch Office				
Head Office				
Primary Cost Category				
Administration				
Vijay Kumar	KA/PAS130/005	India	1-5-2007	31-12-2010
Sales				
Ajay	KN/PAS231/004	India	1-4-2007	6-1-2015
Mahesh	KA/PAS233/005	India	1-4-2007	22-1-2013
Transport Unit				

Figure 11.19 Groupwise Passport Expiry Report

11.17 Employeewise Passport Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports >Expat Reports > Passport Expiry >** press **Ctrl + F7** and select the relevant cost category and Employee Group

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Passport Expiry Report
For All Employees Under Group: Sales

Page 1

Particulars	Passport Number	Country of Issue	Date of Joining	Passport Expiry Date
Primary Cost Category				
Sales				
Ajay	KN/PAS231/004	India	1-4-2007	6-1-2015
Mahesh	KA/PAS233/005	India	1-4-2007	22-1-2013

Figure 11.20 Employeewise Passport Expiry Report

11.18 Visa Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports > Expat Reports > Visa Expiry**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Visa Expiry Report
For All Employees

Page 1

Particulars	Visa Number	Date of Joining	Visa Expiry Date
Branch Office			
Head Office			
Primary Cost Category			
Sales			
Ajay		1-4-2007	11-10-2010
Mahesh		1-4-2007	22-1-2009
Transport Unit			

Figure 11.21 Visa Expiry Report

11.19 Contract Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports > Expat Reports > Contract Expiry**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Contract Expiry Report
For All Employees

Page 1

Particulars	Work Permit Number	Contract Start Date	Date of Joining	Contract Expiry Date
Branch Office				
Head Office				
Primary Cost Category				
Administration				
Suresh		1-6-2008	10-6-2007	1-12-2008
Transport Unit				

Figure 11.22 Contract Expiry Report

11.20 Employee Cost Category Summary

Go to **Gateway of Tally > Display > Statement of Accounts > Cost Centres > Category Summary**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Cost Category Summary
1-Apr-2008 to 31-Mar-2009

Page 1

	Transactions		Closing
	Debit	Credit	Balance
Branch Office	*331.90*		**331.90 Dr**
Salaries	331.90		*331.90 Dr*
Primary Cost Category	*26,49,951.49*	*13,52,429.49*	**12,97,522.00 Dr**
Accounts	2,27,804.75	1,20,126.25	1,07,678.50 Dr
Accounts			
Rahul	*2,27,804.75*	*1,20,126.25*	1,07,678.50 Dr
Administration	5,04,694.63	2,58,633.73	2,46,060.90 Dr
Administration			
Suresh	*1,61,275.13*	*83,629.08*	77,646.05 Dr
Vijay Kumar	*3,43,419.50*	*1,75,004.65*	1,68,414.85 Dr
Sales	19,17,452.11	9,73,669.51	9,43,782.60 Dr
Sales			
Ajay	*3,88,396.05*	*2,01,002.80*	1,87,393.25 Dr
Mahesh	*14,67,441.15*	*7,41,768.80*	7,25,672.35 Dr
Rajesh	*61,614.91*	*30,897.91*	30,717.00 Dr

Figure 11.23 Employee Cost Category Summary

11.21 PF Computation Report

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation > Press Alt+F1**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Statutory Computation
1-Mar-2009 to 31-Mar-2009

Page 1

Particulars	Gross Amount	Statutory Details			Liability	
		Percentage	A/c No.	Amount	Payable	Paid
Provident Fund						
Employees' Statutory Deductions					**3,438.00**	**3,438.00**
Employee's PF Contribution @ 12%	*28,654.00*	*12%*	*A/c No.1*	*3,438.00 Cr*		
Employer's Statutory Contributions					**3,438.00**	**3,438.00**
Employer EPF @ 3.67%	*32,500.00*	*3.67%*	*A/c No.1*	*1,052.00 Dr*		
Employer EPS @ 8.33%	*32,500.00*	*8.33%*	*A/c No.10*	*2,386.00 Dr*		
Employer's Other Charges					**328.06**	**328.06**
EDLI Admin Charges @ 0.01%	*32,500.00*	*0.01%*	*A/c No.22*	*2.87 Cr*		
EDLI Contribution @ 0.5%	*32,500.00*	*0.50%*	*A/c No.21*	*10.00 Cr*		
PF Admin Charges @ 1.10%	*32,500.00*	*1.10%*	*A/c No.2*	*315.19 Cr*		
Professional Tax						
Employees' Statutory Deductions					**950.00**	**950.00**
Professional Tax	*2,10,903.00*			*950.00 Cr*		
Grand Total					**8,154.06**	**8,154.06**

Figure 11.24 PF Computation Report

11.22 Form 12A

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 12A**

(Only for Un-exempted Establishments)

EMPLOYEES' PROVIDENT FUNDS AND MISC. PROVISIONS ACT, 1952 EMPLOYEES' PENSION SCHEME(PARA 20 (4))
FORM 12 - A (R)

(To be filled by the EPFO)

Group Code : **KN\BN\12547\00129**

Establishment status :

Name and Address of the Establishment : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Code No. : **KN\BN\1245\009**

Currency period from : 1-Apr-2008 to 31-Mar-2009

Statement of Contribution for the month of : Mar-2009

	Wages on which Contributions are payable	Amount of Contribution		Amount of contribution remitted		Amount of Administrative charges due	Amount of Administrative charges remitted	Date Of Remittance (enclose triplicate copies of Challan)
		Recovered from the Employees'	Payable by the Employer	Employee's Share	Employer's Share			
E.P.F. A/c No. 01	3,23,656.00	38,840.00	11,306.00	35,360.00	11,306.00	3,560.22	3,241.22	30-Apr-2008
Pension Fund A/c No. 10	3,23,656.00	NIL	27,534.00	NIL	27,534.00	NIL	NIL	30-Apr-2008
E.D.L.I A/c No. 21	3,23,656.00	NIL	114.00	NIL	104.00	32.36	29.46	30-Apr-2008

Total No. of Employees : **7**

(a) Contract : **2**

(b) Rest : **0**

(c) PF Subscribers : **5**

Name & Address of the Bank in which the amount is remitted : **Koramangalam, Bangalore**

Details of Subscribers	E.P.F.	Pension Fund	E.D.L.I.
No. of Subscribers as per last month (vide Form 12A)	5	5	5
No. of New Subscribers (vide Form 5)			
No. of Subscribers left service (vide Form 10)			
Nett Total Number of Subscribers	5	5	5

Signature of the Employer with Official (Seal)

Figure 11.25 Printed Form 12A

11.23 PF Monthly Statement

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Monthly Statement**

EMPLOYEE PROVIDENT FUND SCHEME - Monthly Statement

Name & Address of the Factory or Establishment : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Statement for the Period : 1-Aug-2008 to 31-Aug-2008

Emp No	PF Number	Employee Name	Work-ed Days	Earned Wages	Employee's Contribution			Employer's Contribution		
					PF 12%	VPF	Total	EPS 8.33%	EPF 3.67%	Total
001	KN/BN/1818/564	Ajay	24	6,500.00	780.00		780.00	541.00	239.00	780.00
002	KN/BN/1818/4/293	Mahesh	26	6,500.00	780.00		780.00	541.00	239.00	780.00
003	KN/BN/1820/203	Rahul	25	4,808.00	577.00		577.00	401.00	176.00	577.00
008	KN/BN/3181/2534	Suresh	26	4,500.00	540.00		540.00	375.00	165.00	540.00
004	KN/BN/1818/4/563	Vijay Kumar	25	6,500.00	780.00		780.00	541.00	239.00	780.00
			Total	**28,808.00**	**3,457.00**		**3,457.00**	**2,399.00**	**1,058.00**	**3,457.00**

Figure 11.26 PF Monthly Statement

11.24 Form 3A

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 3A**

FORM 3 A [REVISED]
EMPLOYEE'S PROVIDENT FUND ORGANISATION
THE EMPLOYEE'S PROVIDENT FUND SCHEME, 1952 [Paras 35 & 42]
AND THE EMPLOYEES' PENSION SCHEME, 1995 [Para 19]

Contribution Card for currency period from 1-Apr-2008 to 31-Mar-2009

1. Account No. : **KN/BN/1818/564**
2. Name/Surname (in block letters) : **AJAY**
3. Father's / Husband's Name :
4. Statutory Rate of Contribution : **12 %**
5. Voluntary Higher Rate of Employee's contribution if any :
6. Name & Address of the Factory / Establishment : **Universal Enterprises**
   Plot No. 113 & 114,
   Industrial Estate, Hongasandra
   Bangalore
7. Code Number : **KN\BN\1245\009**

Month	WORKER'S SHARE			EMPLOYER'S SHARE		Refund of Advan-ce	No. of days / period of non contrib-uting service (if any)	Remarks
	Amount of Wages	E.P.F.12%	Rate of higher voluntary contribution (if any)	E.P.F. Difference between 12% & 8.33% if any	Pension Fund Contribution 8. 33%			
1	2	3a	3b	4a	4b	5	6	7
April 2008 Paid in May 2008	6,500.00	780.00		239.00	541.00			
June 2008	6,500.00	780.00		239.00	541.00			
July 2008	6,500.00	780.00		239.00	541.00			
August 2008	6,500.00	780.00		239.00	541.00			
September 2008	6,500.00	780.00		239.00	541.00			
October 2008	6,500.00	780.00		239.00	541.00			
November 2008	6,500.00	780.00		239.00	541.00			
December 2008	6,500.00	780.00		239.00	541.00			
January 2008	6,500.00	780.00		239.00	541.00			
February 2009	6,500.00	780.00		239.00	541.00			
March 2009	6,500.00							
March 2009 Paid in April 2009	6,500.00	780.00		239.00	541.00			
Total	78,000.00	8,580.00		2,629.00	5,951.00			

Certified that the total amount of contribution (both shares) indicated in this Card i.e. Rs.11,209.00 has already been remitted it full in E.P.S. A/c No.1 & Pension Fund A/c No.10 Rs.5,951.00
Certified that the difference between the total of the contribution shown under Cols. 3a, 3b, 4a & 4b of the above table and that arrived at on the total wages shown in cloumn 2 at the prescribed rate is solely due to rounding off the contributions to the nearest rupee under the rules.

Date : **31-Mar-2009** Signature of Employer (with Office seal)

Figure 11.27 Printed PF Form 3A

11.25 Form 6A

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 6A**

FORM 6 A
THE EMPLOYEE'S PROVIDENT FUND SCHEME, 1952. [Paragraph 43]
AND THE EMPLOYEES' PENSION SCHEME, 1995 [Paragraph 20(4)]

Annual Statement of contribution for the currency period from 1-Apr-2008 to 31-Mar-2009

Name & Address of the Establishment : Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Statutory Rate of Contribution : **12 %**

Code No. of the Establishment : KN\BN\1245\009

No. of members voluntarily contributing at a higher rate : **0**

Sl.No.	Account Number	Name of the Member (in block letters)	Wages, retaining allowance (if any) & DA including cash value of food concessi-on paid during the currency period	Amount of Worker's Contribut-ions deducted from the wages on 12 % E.P.F.	Employer's Contribution		Refund of Advance	Rate of higher volunt-ary Contri-bution (if any)	Remarks
					E.P.F. Difference between 12 % & 8.33 %	Pension Fund 8.33 %			
1	2	3	4	5	6	7	8	9	10
1	KN/BN/1818/564	AJAY	78,000.00	9,360.00	3,109.00	8,951.00			
2	KN/BN/18184/293	MAHESH	78,000.00	9,360.00	2,629.00	5,951.00			
3	KN/BN/1920/203	RAHUL	54,617.00	6,555.00	1,820.00	4,135.00			
4	KN/BN/8181/2534	SURESH	41,539.00	4,985.00	1,358.00	3,087.00			
5	KN/BN/18184/563	VIJAY KUMAR	71,500.00	8,580.00	2,390.00	5,410.00			
		Total	3,23,656.00	38,840.00	11,306.00	27,534.00			

Figure 11.28 Printed Form 6A - Page 1

Universal Enterprises

Form 6A : 1-Apr-2008 to 31-Mar-2009

Sl. No.	Reconciliation of Remittances		Adm. Charges at Rs. 1.1 % of wages		Aggregate ( ) Contributions( )		Cols 5, 6, 7 Rs.
	Month/Year	Amount remitted	Pension Fund Contributions	EDLI Contribution	Adm. Charges A/c No. 2	EDLI Adm. Charges 0.01%	Date of Remittan-ces
		EPF Contributions including refund of advances A/c. No. 1	A/c. No. 10 /Rs.	A/c No.21		A/c. No. 22 /Rs.	
1	April 2008 Paid in May 2008	2,400.00	1,274.00	6.00	168.39	1.53	30-Apr-2008
2	June 2008	3,781.00	2,007.00	8.00	265.27	2.41	31-May-2008
3	July 2008	4,190.00	2,226.00	10.00	294.04	2.67	30-Jun-2008
4	August 2008	4,345.00	2,307.00	10.00	304.83	2.77	31-Jul-2008
5	September 2008	4,515.00	2,399.00	10.00	316.89	2.88	31-Aug-2008
6	October 2008	4,545.00	2,415.00	10.00	319.00	2.90	30-Sep-2008
7	November 2008	4,515.00	2,399.00	10.00	316.89	2.88	30-Nov-2008
8	December 2008	4,515.00	2,399.00	10.00	316.89	2.88	30-Nov-2008
9	January 2008	4,345.00	2,307.00	10.00	304.83	2.77	31-Dec-2008
10	February 2009	4,545.00	2,415.00	10.00	319.00	2.90	31-Jan-2009
11	March 2009						
12	March 2009 Paid in April 2009	4,490.00	2,386.00	10.00	315.19	2.87	15-Apr-2009
	Total	46,186.00	24,534.00	104.00	3,241.22	29.46	

i) Total number of contribution cards enclosed (Form 3A(Revised)): 5

ii) Certified that Form3A duly completed, of all the members listed in this statement are enclosed, except those already sent during the course of the currency period for the final settlement of the concerned members account vide 'Remarks' Furnished against the names of the respective members above.

Signature of the Employer
(With Office Seal)

Note:

1. The names of all members, including those who had left service during the currency period, should be included in this statement. Where the Form 3A in respect of such members had left service were already sent to the Regional Office for the purpose of final settlement of their accounts, the fact should be stated against the members in the 'Remarks' Column above thus Form 3A already sent in the month of _____200____

2. In case of substantial variation in the wages/contributions of any members as compared to those shown in previous month statement, the reasons should be explained adequately in the 'Remarks' column.

3. In respect of those members who have not opted for Pension Fund their entire employers contribution as the case may be should be under column No. 6.

Figure 11.29 Printed Form 6A - Page 2

11.26 ESI Computation Report

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation > F12:Configure >** Activate **Show Employee State Insurance Details** to **Yes**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Payroll Statutory Computation
1-Apr-2008 to 31-Mar-2009

Page 1

Particulars	Gross Amount	Statutory Details			Liability	
		Percentage	A/c No.	Amount	Payable	Paid
Employee State Insurance						
Employees' Statutory Deductions					**2,662.00**	**2,404.00**
Employee's ESI Contribution @ 1.75%	*1,51,885.00*	*1.75%*		*2,662.00 Cr*		
Employer's Statutory Contributions					**7,428.00**	**6,519.00**
Employer ESI @ 4.75%	*1,56,316.00*	*4.75%*		*7,428.00 Dr*		
Grand Total					**10,090.00**	**8,923.00**

Figure 11.30 ESI Computation Report

11.27 ESI Monthly Statement

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Monthly Statement**

EMPLOYEES' STATE INSURANCE - Monthly Statement

Name & Address of the Factory or Establishment : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Statement for the Period : 1-Apr-2008 to 31-Mar-2009

Sl. No	Employee No	Employee Name	ESI No	Worked Days	Earned Wages	Fixed Wages	Employees' Contribution	Employer's Contribution	Total
1	003	Rahul	ESI12312345	284	92,162.00	99,700.00	1,538.00	4,379.00	5,917.00
2	008	Suresh	KN/ESI/345/2224	240	64,154.00	69,000.00	1,124.00	3,049.00	4,173.00
				Total	1,56,316.00	1,68,700.00	2,662.00	7,428.00	10,090.00

Figure 11.31 ESI Monthly Statement

11.28 ESI Form 3

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 3**

Original **FORM - 3**

EMPLOYEES' STATE INSURANCE CORPORATION
RETURN OF DECLARATION FORM
[Regulation - 14]

Name & Address of the Factory or Establishment : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Employer's Code No : **KNESI23859491**

I send herewith the Declaration Forms in respect of the employees mentioned below:

I hereby declare that every person employed as an employee within the meaning of Section 2(9) of the Employees' State Insurance Act. 1948 as on 31-Mar-2009 in this factory or establishment and is in receipt of the remuneration not exceeding Rs.10,000/- (excluding remuneration for overtime work) per month, has been included in this list,excluding only those in respect of whom declaration forms have been sent to the Corporation in the past.

Sl No.	Name of Employee	Distinguishing Number with the employer if any	Father's or Husband's Name	Insurance No. allotted by the corporation(to be entered at the branch office)
1	2	3	4	5
1	Suresh	008	Mr. Kannan	KN/ESI/345/2224
2	Rahul	003		ESI12312345

Place : **Bangalore** Signature :

Dated : **31-Mar-2009** Designation : **Manager**

Figure 11.32 Printed Form 3

11.29 Form 5

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 5**

Original (Page1)

FORM-5

Name of Branch Office **M.G ROAD BANGALORE** Employer's Code No. **KNESI23859491**

Employees' State Insurance Corporation
(Return of Contribution) Regulation 26

Name & Address of the Factory or Establishment : **Universal Enterprises**
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

PARTICULARS OF THE PRINCIPAL EMPLOYERS.

a)Name **Susmit** b)Designation **Manager**

c)Residential Address I-15 CHPL Smriti Nagar

Period From **1-Oct-2008** To **31-Mar-2009**

I furnish below the details of the employer's and employee's share of contribution in respect of the under mentioned Insured persons.I hereby declare that the return includes every employee,employed directly or through an immediate employer or in connection with the work of the factory / establishment or any work connected with the administration of the factory / establishment or purchase of raw materials,sale or distribution of finished products etc.,to whom the contribution period to this return relates, applies and that the contribution in respect of employer's and employees share have been correctly paid in accordance with the provisions of the Act and Regulations relating to the payment of contributions vide challans detailed below:-

Total contribution amounting to Rs 4,870.00 comprising of Rs 3,558.00 as Employer's share and Rs 1,312.00 as Employee's share (Total of Col. 6 of the Return) paid as under

Sl No	Month	Challan Dates	Amount	Name of the Bank and Branch
1	October	31-Oct-2008	1,069.00	HDFC Bank
2	November	30-Nov-2008	939.00	HDFC Bank
3	December	31-Dec-2008	838.00	Hdfc Bank
4	January	31-Jan-2009	957.00	HDFC Bank'
5	March	31-Mar-2009	1,067.00	HDFC Bank

Place : **Bangalore** Signature :

Date : **31-Mar-2009** Designation : **Manager**

Figure 11.33 Printed Form 5 - Page 1

Universal Enterprises Page 2

Employees' State Insurance Corporation

(Return of Contribution)Regulation 26

Sl No.	Insurance No.	Name of Insured Person	No. of days for which wages paid	Total amount of wages paid	Employee's contributi-on deducted	Average Daily wages 5/4	Whether still continues working and drawing wages within the insurable wages ceiling	Name of the Dispensary of the I.P.	Remarks
1	2	3	4	5	6	7	7(A)	8	9
1	ESI12312345	Rahul	150	49,385.00	729.00	329.23	Yes	Koramangala	A: 15-Apr-2007
2	KNESI0345/2224	Suresh	151	40,189.00	583.00	266.15	Yes	Koramangala	A: 10-Jun-2007

Figure 11.34 Printed Form 5 - Page 2

11.30 ESI Form 6

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 6**

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Page 1

FORM 6
REGISTER OF EMPLOYEES
EMPLOYEES' STATE INSURANCE CORPORATION
(Regulation 32)

Contribution Period : From **1-Oct-2008** to **31-Mar-2009**

Sl. No	Insurance No.	Name of the insured person	* Name of dispensary to which attached	Occupation	Rate of wages etc., in the first wage period	Deptt. and shift, if any	If appointed or left service during the contribution period, date of appointment or leaving service	Month: October		
								No. of days for which wages paid/payable	Total amount of wages paid/payable	Employe-es' share of contributi-on
1	2	3	3(A)	4	5	6	7	8	9	10
1	ESI12312345	Rahul	Koramangala	Executive	595.69	R&D	15-Apr-2007	25	9,531.00	167.00
2	KN/ESI/345/22224	Suresh	Koramangala	Executive	328.57	Administration	10-Jun-2007	26	6,900.00	121.00
								Total	16,431.00	288.00
									Employ-er's Share	781.00
									Grand Total	1,069.00
									Paid On	31-Oct-2008

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

Figure 11.35 Printed Form 6 - Page 1

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Page 2

FORM 6
REGISTER OF EMPLOYEES
EMPLOYEES' STATE INSURANCE CORPORATION
(Regulation 32)

Contribution Period : From **1-Oct-2008** to **31-Mar-2009**

	Month: November			Month: December			Month: January		
Sl. No	No. of days for which wages paid /payable	Total amount of wages paid /payable	Employees' share of contribution	No. of days for which wages paid /payable	Total amount of wages paid /payable	Employees' share of contribution	No. of days for which wages paid /payable	Total amount of wages paid /payable	Employees' share of contribution
	11	12	13	14	15	16	17	18	19
1	25	7,531.00	132.00	22	6,723.00	118.00	26	7,800.00	137.00
2	26	6,900.00	121.00	23	6,173.00	108.00	26	6,900.00	121.00
	Total	14,431.00	253.00	Total	12,896.00	226.00	Total	14,700.00	258.00
		Employer's Share	686.00		Employer's Share	612.00		Employer's Share	699.00
		Grand Total	939.00		Grand Total	838.00		Grand Total	957.00
		Paid On	30-Nov-2008		Paid On	31-Dec-2008		Paid On	31-Jan-2009

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

Figure 11.36 Printed Form 6 - Page 2

Universal Enterprises
Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore

Page 3

FORM 6
REGISTER OF EMPLOYEES
EMPLOYEES' STATE INSURANCE CORPORATION
(Regulation 32)

Contribution Period : From **1-Oct-2008** to **31-Mar-2009**

	Month: February			Month: March			Summary				
Sl. No	No. of days for which wages paid /payable	Total amount of wages paid /payable	Employees' share of contribution	No. of days for which wages paid /payable	Total amount of wages paid /payable	Employees' share of contribution	Total No. of days for which wages paid/payable in Contribution Period	Total amount of wages paid /payable in Contribution Period (Rs.)	Total Employee-'s share of Contribution paid in Contribution period (Rs.)	Daily wa-ges (27 /26) (Rs.)	Remarks
	20	21	22	23	24	25	26	27	28	29	30
1	26	7,800.00	137.00	26	10,000.00	175.00	150	49,385.00	866.00	329.23	
2	26	6,900.00	121.00	24	6,416.00	112.00					
	Total	14,700.00	258.00	Total	16,416.00	287.00	151	40,189.00	704.00	266.15	
		Employer's Share	699.00		Employer's Share	780.00		89,574.00	1,570.00	595.38	
		Grand Total	957.00		Grand Total	1,067.00					
		Paid On			Paid On	31-Mar-2009					

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

Figure 11.37 Printed Form 6 - Page 3

11.31 Professional Tax Computation Report

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Professional Tax > Computation Report**

PROFESSIONAL TAX PAYABLE BY EMPLOYER

Return of Tax payable for the period : **1-Apr-2008 to 31-Mar-2009**
Name of the Employer : **Universal Enterprises**
Address : Plot No. 113 & 114,
Industrial Estate, Hongasandra
Bangalore
Registration Certificate No. : **KA/PT/12445308**

Number of employees during the month in respect of whom the tax is payable as under :

SN-o.	Employees whose monthly salaries / wages / both are				Number of Employees	Rate of tax per month Rs.	Amount of Tax Deducted Rs.
1	Rs	0	to	3,000.00		0.00	
2	Rs	3,000.00	to	5,000.00		30.00	
3	Rs	5,000.00	to	8,000.00		60.00	
4	Rs	8,000.00	to	10,000.00		100.00	
5	Rs	10,000.00	to	15,000.00		150.00	
6	Rs	15,000.00	and above		5	200.00	8,020.00
				TOTAL	5.00		8,020.00

Amount Paid : **8,020.00**

Amount in Words : **Rs. Eight Thousand Twenty Only**

I certify that all employees who are liable to pay the tax in my employment during the period of return have been covered by the forgoing particulars. I also certify that the necessary revision in the amount of tax deductable from the salary or wages of the employees on account of variation in the salary or wages earned by them has been made wherever necessary.

I, Shri Susmit solemnly declare that above statements are true to the best of my knowledge and belief.

Place : Bangalore
Date : **31-Mar-2009**

Signature of Employer

Figure 11.38 Printed PT Computation Report