

TRAINING MATERIAL

&

TALLY MODEL COMPANY

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Basic Principles of Accounting : -

Guidelines on Basic Accounting Principles and Concepts

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

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

1. Business Entity

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

2. Going Concern

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

3. Monetary Unit

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

4. Historical Cost

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

5. Matching Concept

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

6. Accounting Period

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

7. Conservatism

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

8. Consistency

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

9. Materiality

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

10. Objectivity

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

Golden Rules of Accounting :-

A/ Real Accounts:-

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

B/ Personal Accounts :-

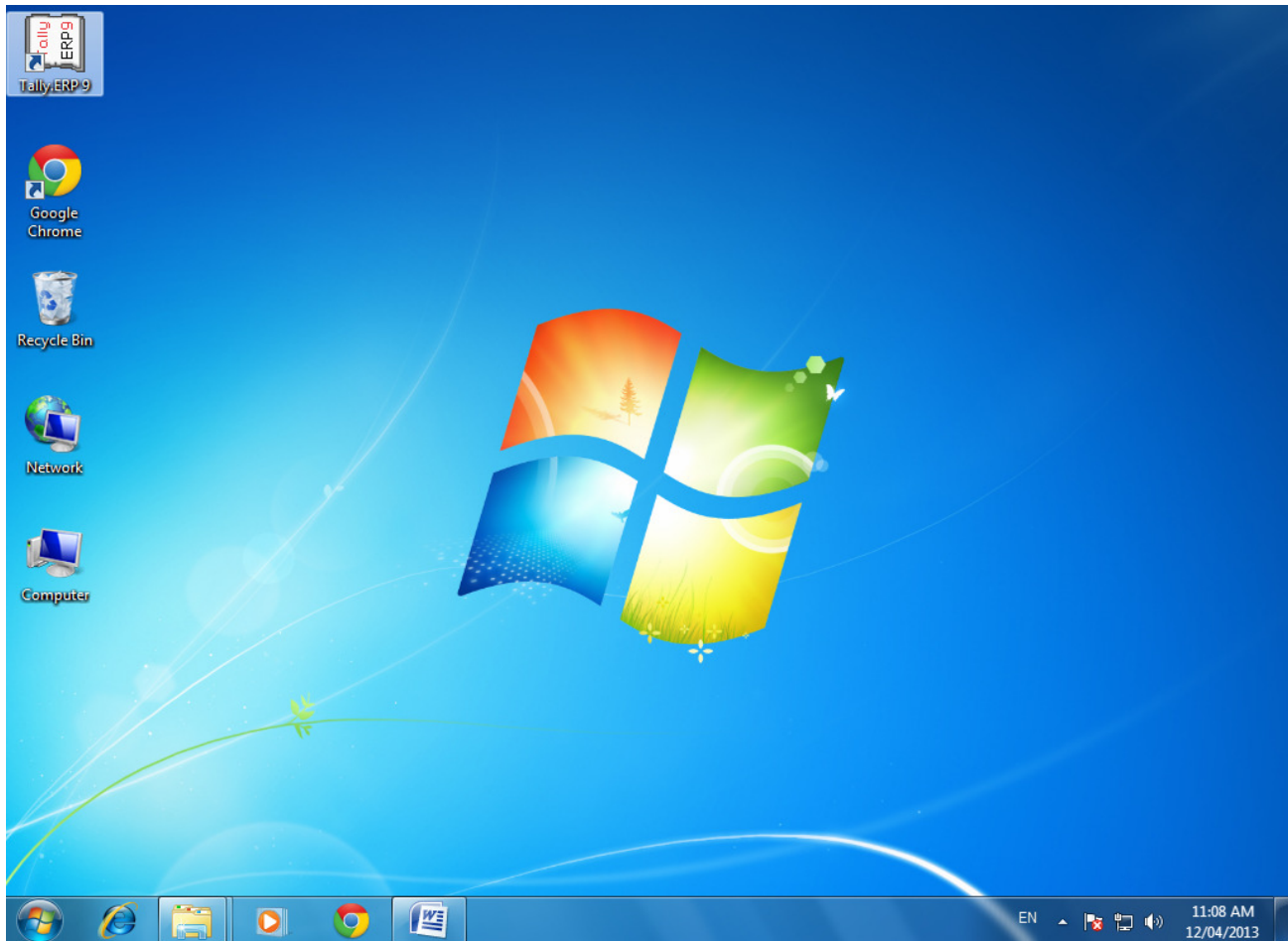
- 1) Debit the receiver.
- 2) Credit the giver.

C/ Nominal Accounts :-

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

FIRST SCREEN :-

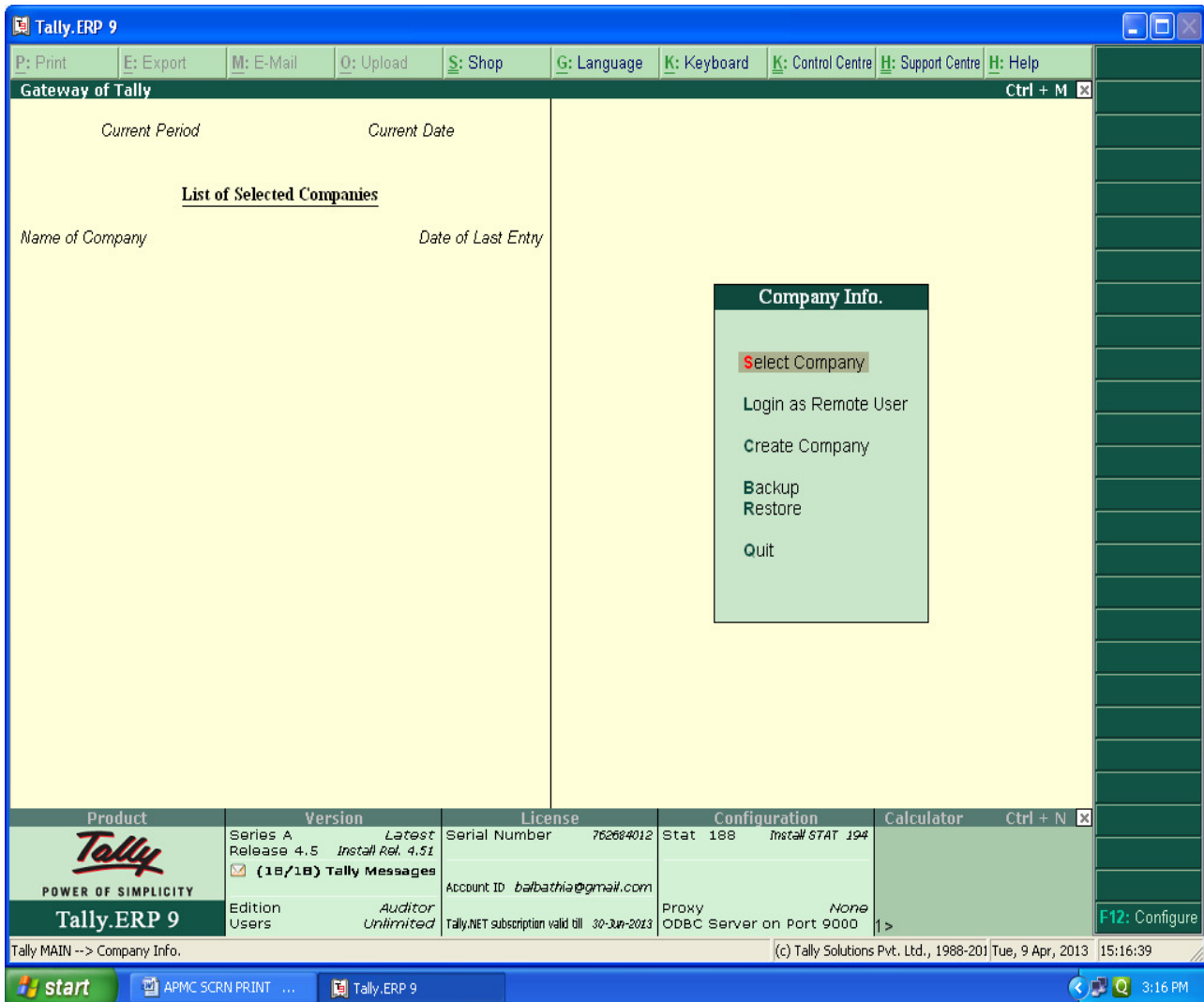
Tally ERP Icon.



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

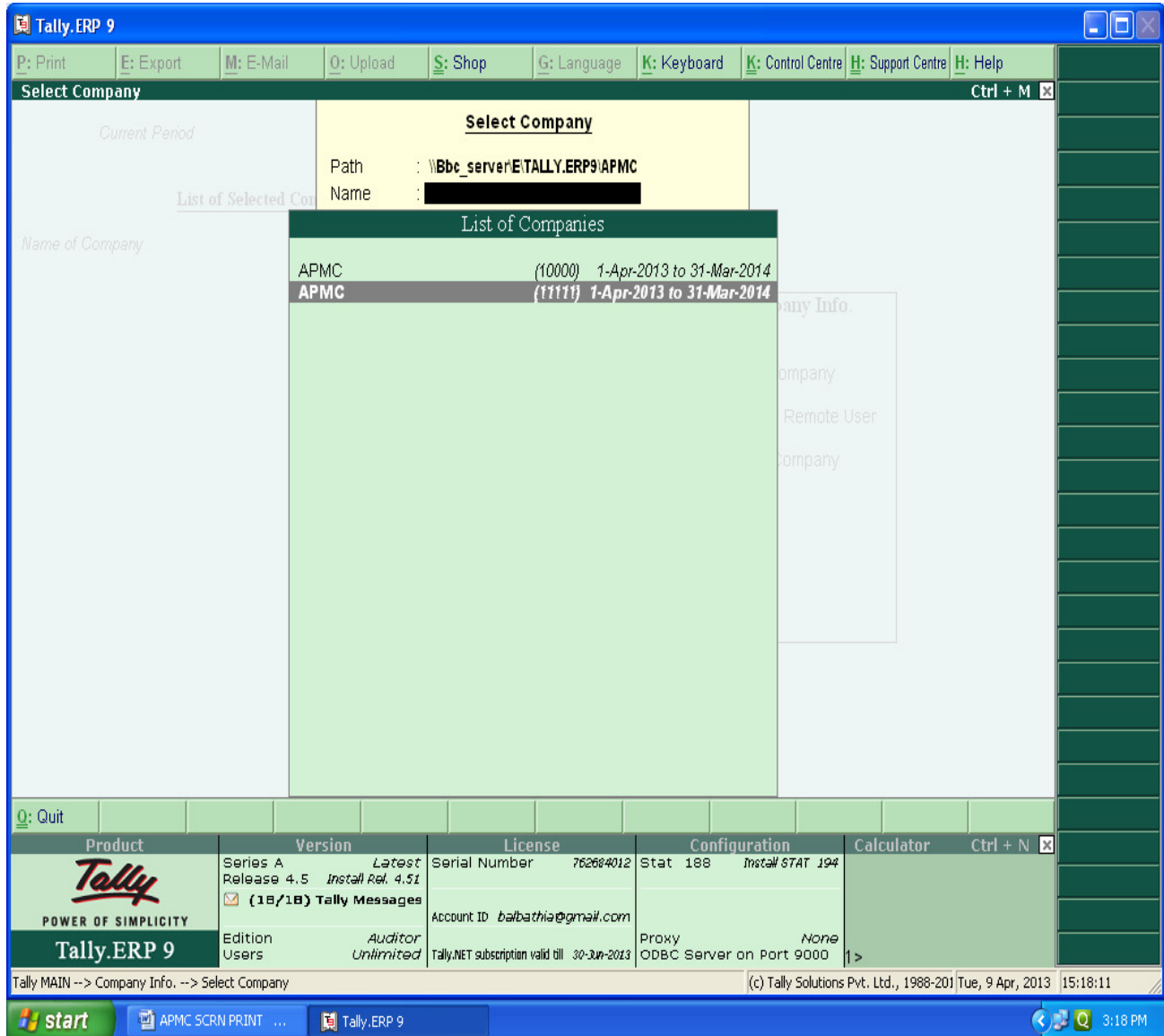
SELECT COMPANY:-

Main Screen



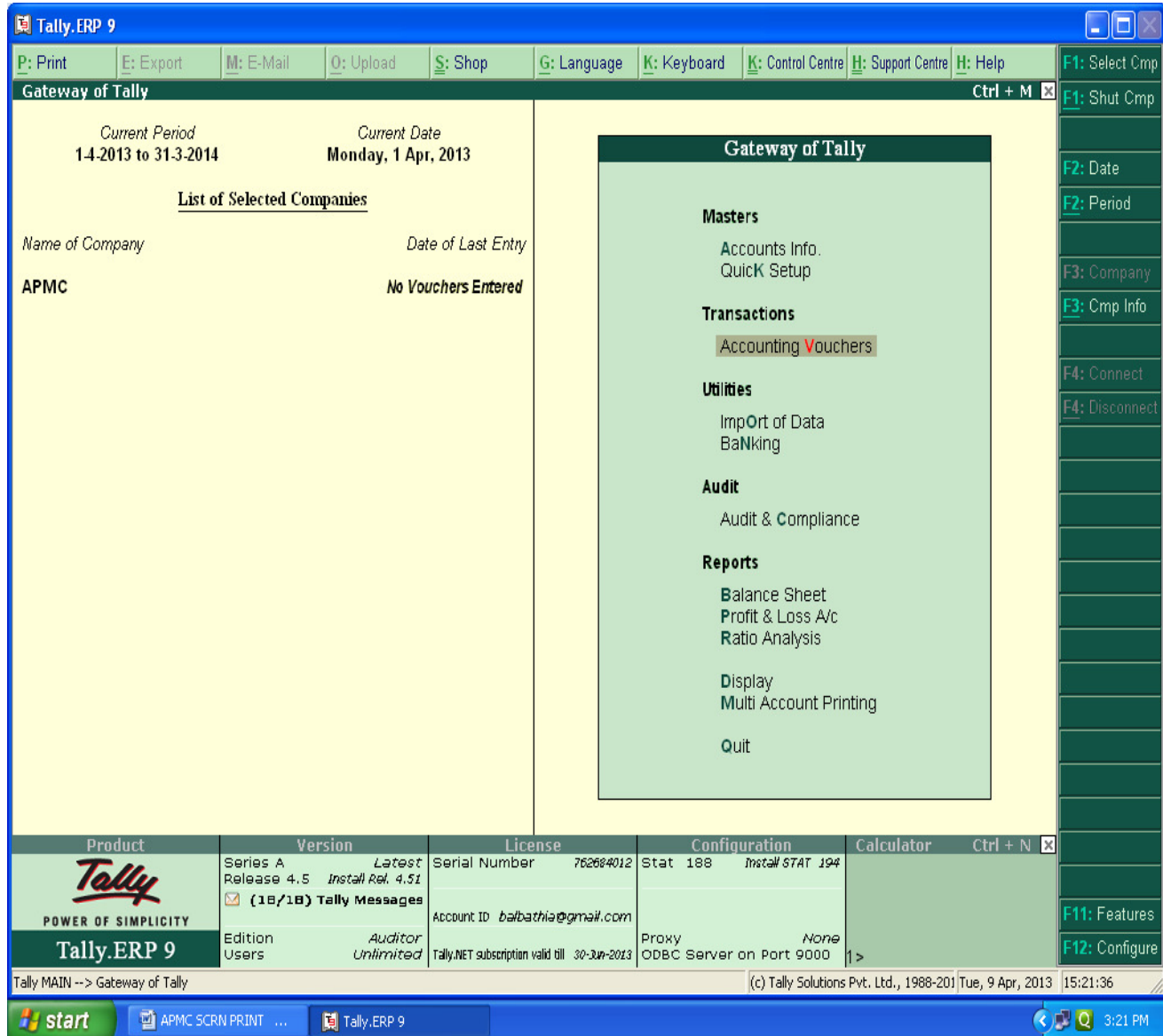
Enter on Select or Press “S” to open the desired company.

CHOOSE COMPANY :-



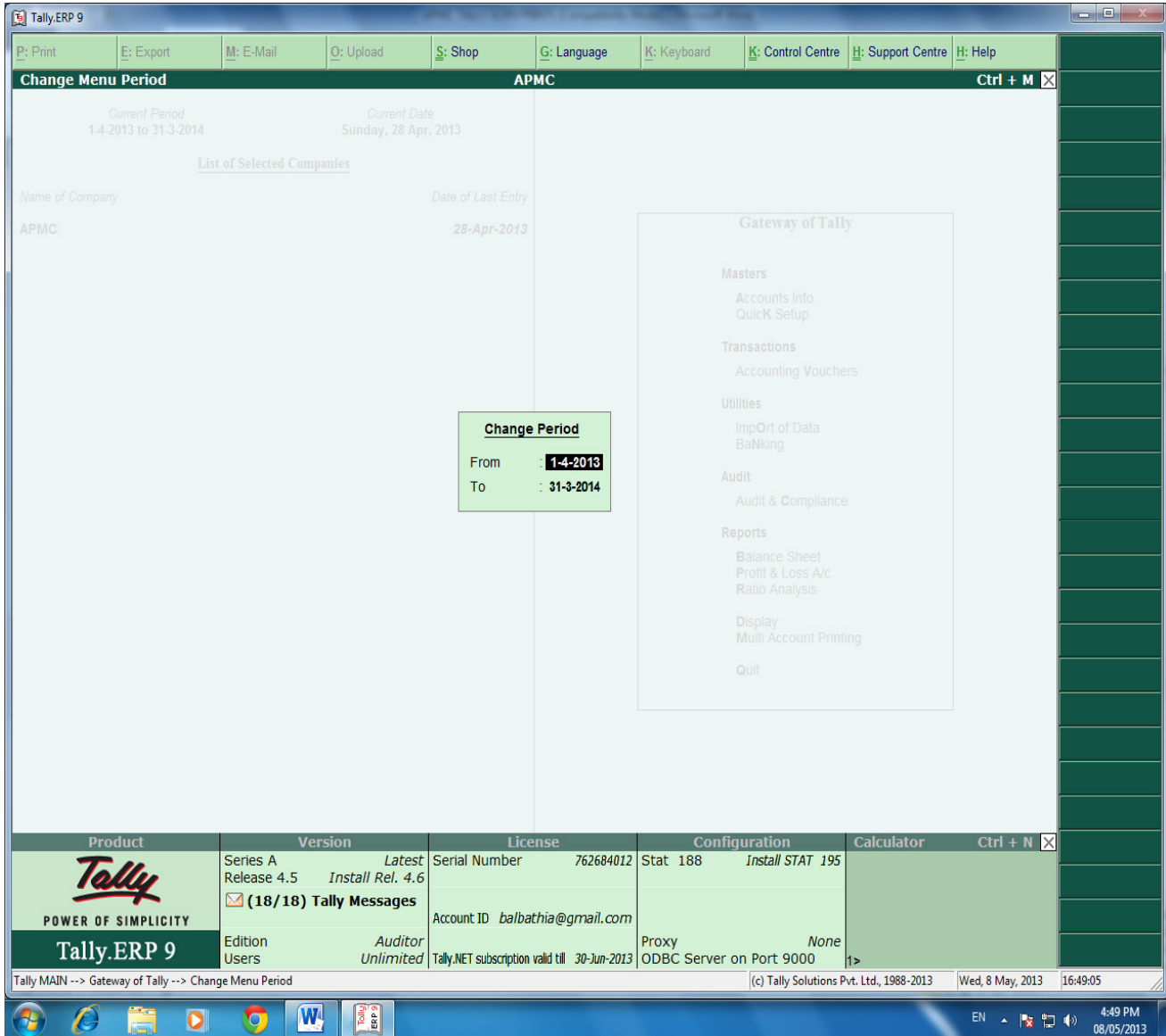
Choose the Relevant company from the list and press enter.

GATEWAY OF TALLY :-



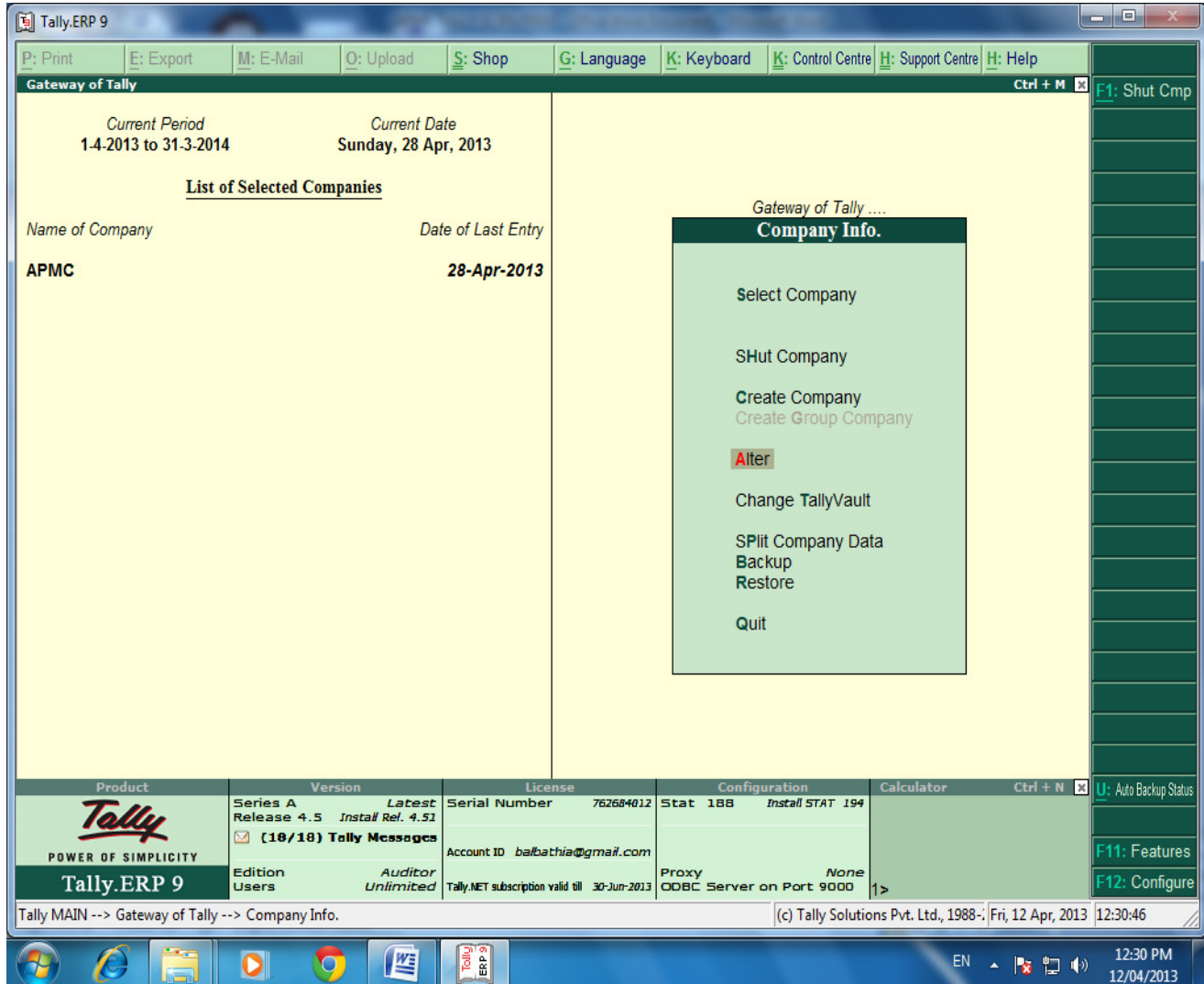
At this screen, it can be seen as to which company is open, period of operation, current date and the date of last entry.

CHANGE ACCOUNTING PERIOD :-



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

ALTER COMPANY/ CREATE NEW COMPANY :-

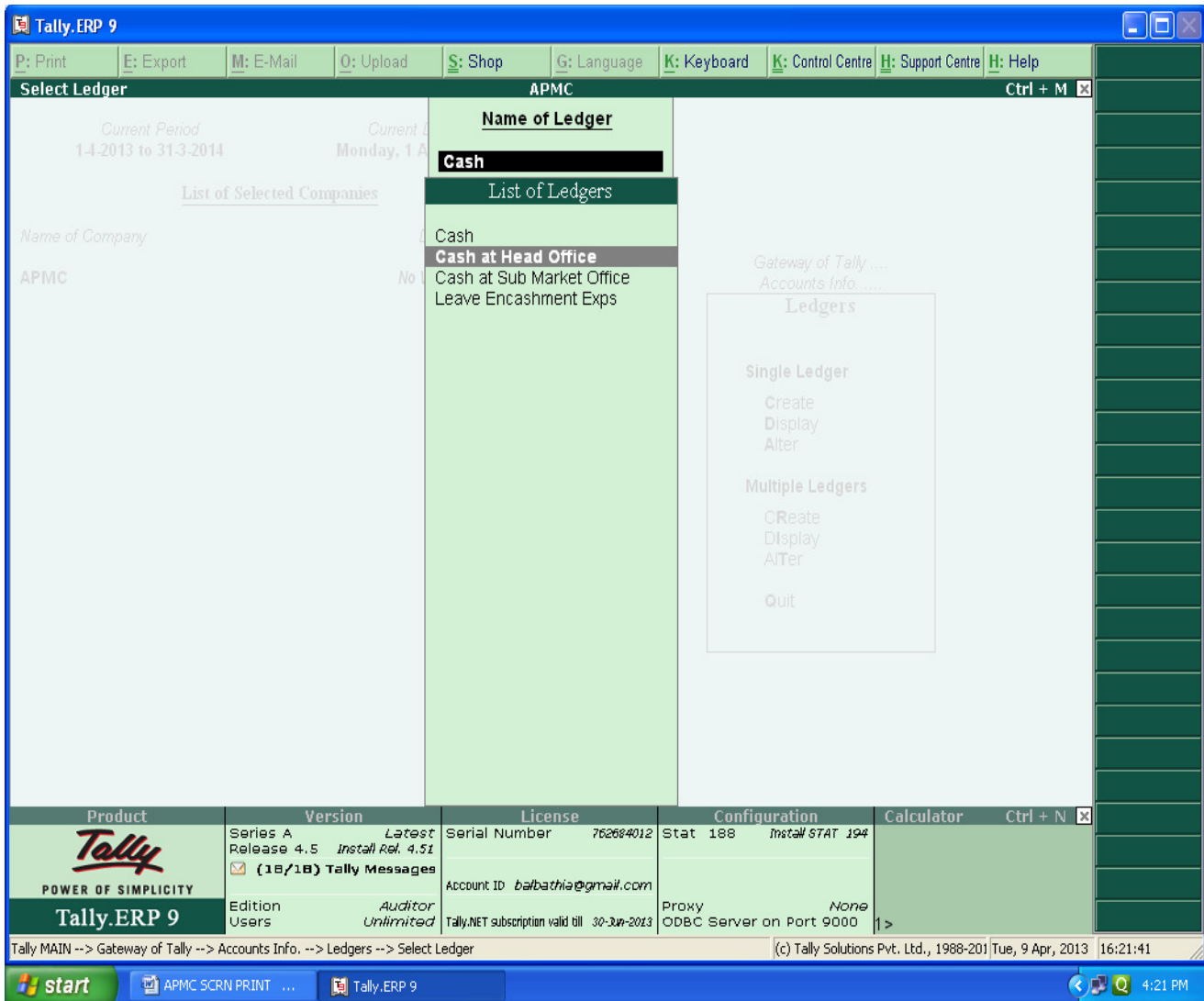


After pressing “Alt-F3”, the company info screen is displayed, in which options for Altering company master data, backup etc are seen (**Alter**).

RECORDING OF OPENING BALANCES :-

PATH : At Gateway of Tally

Accounts Info→Ledger→Alter→Cash in Hand.



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

ENTER THE OPENING BALANCE AMOUNT :-

Tally.ERP 9

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

Ledger Alteration **APMC** **Ctrl + M**

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

Q: Quit A: Accept D: Delete

(18/18) Tally Messages **Ctrl + N**

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 9 Apr, 2013 16:31:51

start APMC SCRIN PRINT Tally.ERP 9 4:31 PM

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

PATH : Accounts info→Ledger→Alter→DCC BANK

Tally.ERP 9

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

Select Ledger APMC Ctrl + M

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

List of Selected Companies

Name of Company APMC

Name of Ledger

DCC Bank

List of Ledgers

DCC Bank

DCC BANK SHARE.

Interest to Banks - D.C.C.

Gateway of Tally ...

Accounts Info ...

Ledgers

Single Ledger

Create

Display

Alter

Multiple Ledgers

Create

Display

Alter

Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Latest Release 4.5 Install Rel. 4.51 ☑ (18/18) Tally Messages	Serial Number 762684012 Account ID balbathia@gmail.com Tally.NET subscription valid till 30-Jun-2013	Stat 188 Install STAT 194 Proxy None ODBC Server on Port 9000	Ctrl + N

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

start APMC SCRIN PRINT ... Tally.ERP 9 4:38 PM

ENTERING THE OPENING BALANCE AMOUNT :-

Tally.ERP 9

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

Ledger Alteration APMC Ctrl + M

Name : DCC Bank
(alias) :

Total Op. Bal.
5,32,280.00 Dr
Difference
5,32,280.00 Dr

Under : Bank Accounts
(Current Assets)

Effective Date for Reconciliation ? 1-Apr-2013

Set/Alter Cheque Books ? No
Set/Alter Banking Configuration ? No

Mailing Details
Name : DCC Bank
Address :
State : ☐ Not Applicable
PIN Code :
A/c No. :
Branch Name :
BSR Code :
IFS Code :

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

Q: Quit A: Accept D: Delete

(18/18) Tally Messages

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

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

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

FOR MAKING ACCOUNTING ENTRIES :-

Select Accounting Vouchers

The screenshot displays the Tally.ERP 9 software interface. The main window is titled "Gateway of Tally" and contains a menu structure. The "Accounting Vouchers" option is highlighted under the "Transactions" category. The left sidebar shows a list of selected companies, with "APMC" selected. The top status bar shows the current period as "1-4-2013 to 31-3-2014" and the current date as "Sunday, 28 Apr, 2013". The bottom status bar shows the product name "Tally.ERP 9" and the version "Series A Release 4.5".

Gateway of Tally

Current Period: 1-4-2013 to 31-3-2014
Current Date: Sunday, 28 Apr, 2013

List of Selected Companies

Name of Company	Date of Last Entry
APMC	28-Apr-2013

Gateway of Tally

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

Product Information

Product	Version	License	Configuration	Calculator
Tally.ERP 9	Series A Release 4.5 Latest Install Ref. 4.52	Serial Number 762684012	Stat 188 Install STAT 194	
(18/18) Tally Messages		Account ID balbathia@gmail.com	Proxy None	
Edition Users Auditor Unlimited		Tally.NET subscription valid till 30-Jun-2013	ODBC Server on Port 9000	

Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-; Mon, 15 Apr, 2013 16:44:47

SELECT THE PROPER KEY AS PER REQUIREMENT :-

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

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

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

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

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

SELECT F6 KEY FOR RECEIPT ENTRY : - MAIN MARKET FEES RECEIPT.

The screenshot shows the Tally.ERP 9 Accounting Voucher Alteration (Secondary) window. The voucher type is 'Receipt' and the date is '1-Apr-2013'. The voucher number is 'No. 2'. The company is 'APMC'. The voucher is for a 'Market Fee - Banana - Main Mkt' and a 'Supervision Fee - Main Market'. The total amount is 10,100.00. The voucher is created by 'DCC Bank' and the bank name is 'ICICI Bank'. The branch is 'Market Yard'. The narration is 'Recd from ABC TRaders'.

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

Narration:
Recd from ABC TRaders

Footer: Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Ledger Vouchers --> Accounting Voucher Alteration ... (c) Tally Solutions Pvt. Ltd., 1988-2013 Wed, 8 May, 2013 17:16:32

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

Summary of Transactions Should be mentioned in Narration Part.

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

SUB MARKET FEES RECEIPT.

Tally.ERP 9

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

Accounting Voucher Alteration APMC Ctrl + M

Receipt No. 12 28-Apr-2013 Sunday

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

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

(18/18) Tally Messages

Tally MAIN --> Gateway of Tally --> Accounting Voucher Alteration (c) Tally Solutions Pvt. Ltd., 1988-2013 Wed, 8 May, 2013 17:21:15

EN 5:21 PM 08/05/2013

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

SELECT F4 KEY FOR CONTRA ENTRY : -

Contra entry :

Amount withdrawn from the Bank.

The screenshot displays the Tally.ERP 9 Accounting Voucher Creation window. The voucher type is 'Contra' with number '1'. The date is '28-Apr-2013 Sunday'. The voucher is for 'APMC'. The entry shows a debit of 10,000.00 to 'DCC Bank' and a credit of 10,000.00 to 'Cash at Head Office'. The bank balance is 29,48,285.25 Dr and the cash balance is 6,66,035.00 Dr. The voucher is dated 28-Apr-2013. The narration is empty. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and the date 'Fri, 12 Apr, 2013 11:24:59'.

Tally.ERP 9

Accounting Voucher Creation APMC **Ctrl + M**

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

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

Narration:

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

(18/18) Tally Messages **Ctrl + N**

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988- Fri, 12 Apr, 2013 11:24:59

Amounts Deposit into the Bank.

The screenshot displays the Tally.ERP 9 Accounting Voucher Creation interface. The top menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The title bar shows 'Tally.ERP 9'. The main window is titled 'Accounting Voucher Creation' with 'APMC' as the company and 'Ctrl + M' as the shortcut. The voucher type is 'Contra' and the number is 'No. 2'. The date is '28-Apr-2013' and the day is 'Sunday'. The 'Particulars' table shows a debit entry of '10,000.00' from 'Cash at Head Office' and a credit entry of '10,000.00' to 'DCC Bank'. The 'Inst. No.' is blank, 'Inst. Date' is '28-Apr-2013', 'Bank Name' is blank, and 'Branch' is blank. The 'Narration' field is empty. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and 'Ctrl + N'. The right sidebar contains function key shortcuts (F1-F12) for various accounting actions like Accounts Buttons, Inventory Buttons, Date, Company, Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchase, Debit Note, Rev Jml, Memos, Post-Dated, Optional, Features, and Configure. The Windows taskbar at the bottom shows the system clock as 11:27 AM on 12/04/2013.

Tally.ERP 9

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

Accounting Voucher Creation APMC Ctrl + M

Contra No. 2 28-Apr-2013 Sunday

Particulars	Debit	Credit
To Cash at Head Office Cur Bal: 6,56,035.00 Dr		10,000.00
By DCC Bank Cur Bal: 29,58,285.25 Dr	10,000.00	
	Cash 10,000.00	
Inst. No.:	Inst. Date : 28-Apr-2013	Bank Name: Branch:

Narration:

10,000.00 10,000.00

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

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-: Fri, 12 Apr, 2013 11:27:05

F1: Accounts Buttons F1: Inventory Buttons F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Rev Jml F10: Memos T: Post-Dated L: Optional F11: Features F12: Configure

EN 11:27 AM 12/04/2013

Payment Entry :

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help				
Accounting Voucher Creation				
Payment			No. 1	28-Apr-2013 Sunday
Particulars			Debit	Credit
By Bank Charges			100.00	
<i>Cur Bal : 100.00 Dr</i>				
To DCC Bank				100.00
<i>Cur Bal : 29,58,185.25 Dr</i>				
Bank Charges	Cheque		100.00	
<i>Cheque Range :</i> Not Applicable	<i>Inst. No.:</i>	<i>Inst. Date :</i> 28-Apr-2013	<i>Cross Using : A/c Payee</i>	
<i>Bank Date :</i>				
			100.00	100.00
Narration:				
			100.00	100.00
Q: Quit A: Accept D: Delete X: Cancel				
(18 / 18) Tally Messages				

(c) Tally Solutions Pvt. Ltd., 1988-

Tally.ERP 9

P: PrintE: ExportM: E-MailO: UploadS: ShopG: LanguageK: KeyboardK: Control CentreH: Support CentreH: Help

Accounting Voucher CreationAPMC

Ctrl + M

PaymentNo. 2

28-Apr-2013Sunday

Particulars	Debit	Credit
By House Rent - Officers & Staff Cur Bal: 10,000.00 Dr	10,000.00	
To DCC Bank Cur Bal: 29,48,185.25 Dr		10,000.00
House Rent - Officers & Staff Cheque Range: Not Applicable Bank Date :	Cheque Inst. No.: 10,000.00 Inst. Date : 28-Apr-2013	Cross Using : A/c Payee
		10,000.0010,000.00

Narration:

Q: QuitA: AcceptD: DeleteX: Cancel

(18/18) Tally Messages

Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation

(c) Tally Solutions Pvt. Ltd., 1988-

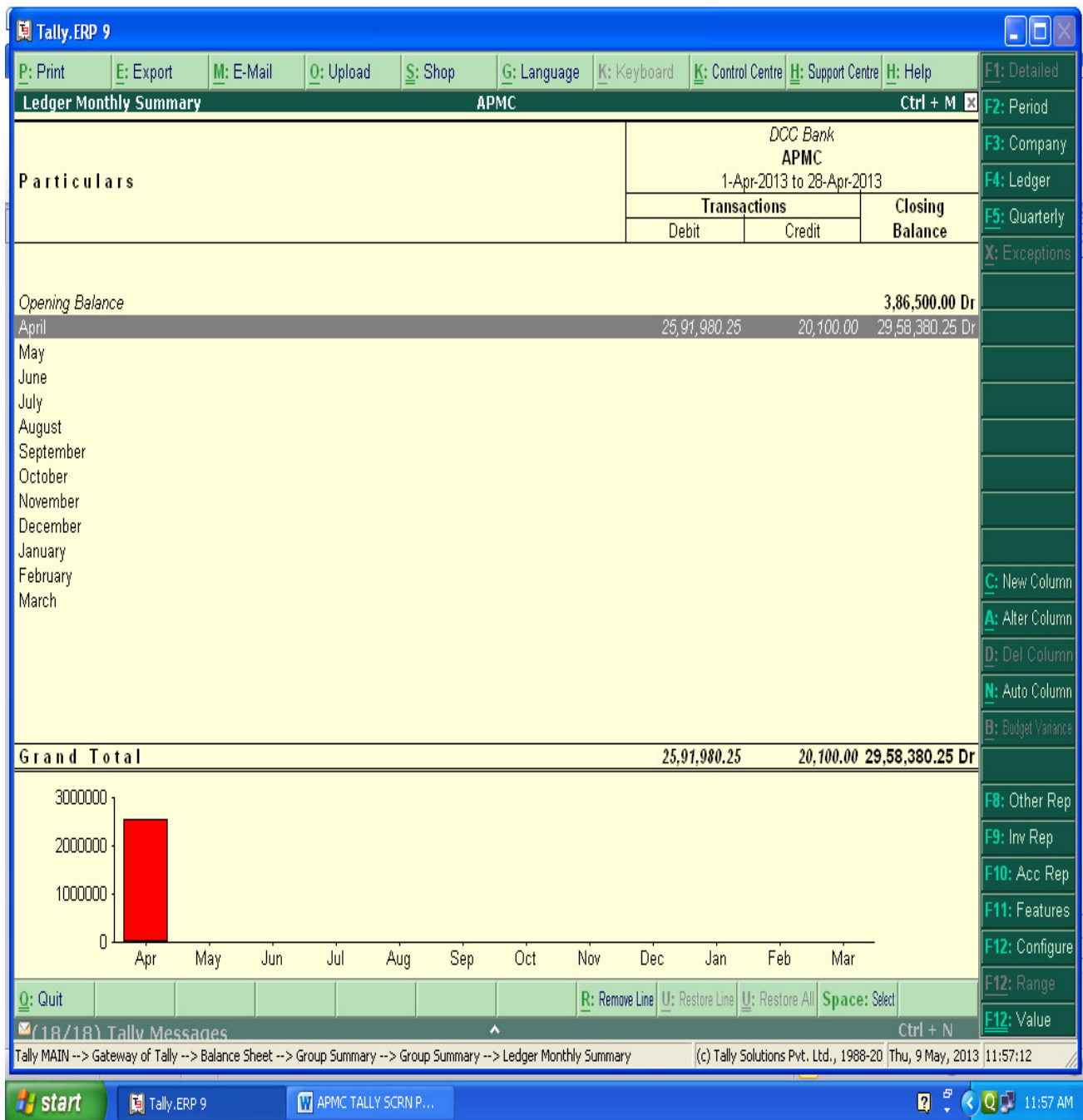
Mon, 15 Apr, 2013 17:40:04

F1: Accounts ButtonsF1: Inventory ButtonsF2: DateF3: CompanyF4: ContraF5: PaymentF6: ReceiptF7: JournalF8: SalesF8: Credit NoteF9: PurchaseF9: Debit NoteF10: Rev JmlF10: MemosV: VAT PaymentT: Post-DatedL: OptionalF11: FeaturesF12: Configure

EN

5:40 PM15/04/2013

BANKS MONTHLY EXTRACT :-



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

BANKING DETAILED TRANSACTIONS :-

Tally.ERP 9

Ledger Vouchers APMC Ctrl + M

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

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

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

(18/18) Tally Messages ^ Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 11:58:44

start Tally.ERP 9 APMC TALLY SCRIN P...

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

PREPARING BANK RECONCILIATION STATEMENTS :-

Tally.ERP 9

Bank Reconciliation APMC **Ctrl + M**

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

(Reconciliation)

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

Summary:

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

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

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

PRINTING OPTION :-

Tally.ERP 9

Print Report APMC Ctrl + M

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

(Reconciliation)

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2013	Market Fee - Banana - Main Mkt Receipt		Cheque/DD	23456	1-4-2013	15-4-2013	10,100.00	
8-4-2013	Market Fee - Cotton - Main Mkt Receipt		Cheque/DD		8-4-2013	12-4-2013	10,00,500.00	
15-4-2013	Market Fee - Wheat - Main Mkt Receipt		Cheque/DD		15-4-2013	20-4-2013	5,00,250.00	
15-4-2013	Market Fee - Beetal Leaf - S						50,025.00	
28-4-2013	Market Fee - Wheat - S						10,00,050.00	
28-4-2013	Market Fee - Potato - S						50,530.25	
28-4-2013	Market Fee - Dry Fruits - S						50,425.00	
28-4-2013	Cash at Head C							10,000.00
28-4-2013	Cash at Head C						10,000.00	
28-4-2013	BANK CHARGE							100.00
28-4-2013	House Rent - Officers							10,000.00
28-4-2013	Market Fee - Banana - S						10,100.00	

Printing

Printer : Auto HP LaserJet 1022 on PC08 (Net05) Paper Type : Letter

No. of Copies : 1

Print Language : English (Printing Dimensions)

Method : Neat Mode Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)

Page Range : All Print Area : (8.19" x 10.71") or (208 mm x 272 mm)

Report Titles

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

Select vouchers to show : All Vouchers

Show Narrations also ? No

Show Remarks also ? No

Show Reconciled Transactions also ? No

Show Payment Favouring/ Received From ? No

Print ?
Yes or No

Balance as per Company Books : 29,58,380.25

Amounts not reflected in Bank : 10,81,130.25 20,100.00

Balance as per Bank : 18,97,350.00

Q: Quit

(18/18) Tally Messages Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:02:46

start Tally.ERP 9 APMC TALLY SCRIN P... 12:02 PM

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

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



BANK RECONCIALATION STATEMENTS :-

Tally.ERP 9

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

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

APMC
DCC Bank
Reconciliation Statement

1-Apr-2013 to 30-Apr-2013

Page 1

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

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

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

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

TRAIL BALANCE :-

PATH- Gateway of Tally → Display → Trail Balance

The screenshot shows the Tally.ERP 9 software interface. The main window is titled "Gateway of Tally" and contains the following information:

- Current Period:** 1-4-2013 to 31-3-2014
- Current Date:** Sunday, 28 Apr, 2013
- List of Selected Companies:**

Name of Company	Date of Last Entry
APMC	28-Apr-2013

A "Display Menu" is overlaid on the right side of the main window, listing the following options:

- Trial Balance (highlighted in red)
- Day Book
- Account Books
- Statements of Accounts
- Cash/Funds Flow
- Receipts and Payments
- List of Accounts
- Exception Reports
- Quit

The bottom status bar displays the following information:

- Product:** Tally.ERP 9
- Version:** Series A Latest Release 4.5 Install Rel. 4.6
- License:** Serial Number 762684012, Account ID balbathia@gmail.com, Tally.NET subscription valid till 30-Jun-2013
- Configuration:** Stat 188, Install 6TAT 195, Proxy ODBC Server on Port 9000
- Calculator:** Ctrl + N
- Footer:** Tally MAIN --> Gateway of Tally --> Display Menu, (c) Tally Solutions Pvt. Ltd., 1988-20, Fri, 10 May, 2013 12:09:08

Summerise Groupwise Closing Trail Balance:-

Tally.ERP 9

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

Trial Balance APMC Ctrl + M

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

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

(18/18) Tally Messages Ctrl + N

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

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

Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	
Trial Balance					APMC					Ctrl + M
Particulars					APMC					
					1-Apr-2013 to 28-Apr-2013					
					Closing Balance					
					Debit		Credit			
Capital Account					6,32,280.00					
FUNDS					6,32,280.00					
Current Liabilities					1,810.25					
SUPERVISION FEES PAYABLE					1,810.25					
Current Assets					38,64,490.25					
Opening Stock										
Cash-in-hand					9,06,110.00					
Bank Accounts					29,58,380.25					
Direct Incomes					32,40,500.00					
MARKET FEES					32,40,500.00					
Indirect Expenses					10,100.00					
ADMINISTRATIVE EXPENSES					100.00					
SALARY & ALLOWANCE TO STAFF					10,000.00					
Grand Total					38,74,590.25					
38,74,590.25					38,74,590.25					
Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select										
(18/18) Tally Messages Ctrl + N										
Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:32:40										

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

The screenshot shows the Tally.ERP 9 Configuration window for APMC. The window has a menu bar at the top with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below the menu bar is a title bar with 'Configuration' and 'APMC'. The main area is divided into two sections: 'Particulars' on the left and 'Closing Balance' on the right. The 'Closing Balance' section shows a table with 'Debit' and 'Credit' columns. The 'Particulars' section lists various accounts: Capital Account, FUNDS, Current Liabilities, SUPERVISION FEES PAYABLE, Current Assets, Opening Stock, Cash-in-hand, Bank Accounts, Direct Incomes, MARKET FEES, Indirect Expenses, ADMINISTRATIVE EXPENSES, and SALARY & ALLOWANCE TO STAFF. A 'Configuration' dialog box is open in the center, showing options for 'Show Opening Balances', 'Show transactions', 'Nett transactions only', 'Show Closing Balances', 'Show Percentages', 'Appearance of Names', 'Scale Factor for Values', 'Sorting Method', and 'Expand all levels in Detailed Format'. The 'Show Closing Balances' option is selected with a 'Yes' button. The 'Grand Total' row at the bottom shows a balance of 38,74,590.25. The status bar at the bottom indicates the current path: Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance --> Configuration. The Windows taskbar at the bottom shows the start button, Tally.ERP 9, and APMC TALLY SCRIN P... with the time 12:14 PM.

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

Configuration

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

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

Tally.ERP 9

P: PrintE: ExportM: E-MailO: UploadS: ShopG: LanguageK: KeyboardK: Control CentreH: Support CentreH: Help

F1: CondensedF2: PeriodF3: CompanyF4: GroupF5: Led-wiseF6: MonthlyF7: VouchersC: New ColumnA: Alter ColumnD: Del ColumnN: Auto ColumnB: Budget VarianceF8: Other RepF9: Inv RepF10: Acc RepF11: FeaturesF12: ConfigureF12: RangeF12: Value

Trial BalanceAPMC

Ctrl + M

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

Q: QuitR: Remove LineU: Restore LineU: Restore AllSpace: Select

(18/18) Tally Messages

Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance

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

Fri, 10 May, 2013 12:15:26

start

Tally.ERP 9

APMC TALLY SCRIN P...

12:15 PM

PROFIT & LOSS A/C IN TALLY :-

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

Tally.ERP 9

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

Profit & Loss A/c APMC Ctrl + M

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

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

(18/18) Tally Messages Ctrl + N

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

start Tally.ERP 9 APMC TALLY SCRIN P... 12:33 PM

BALANCE SHEET IN TALLY :-

PATH- Gateway of Tally → Display → Balance Sheet

Tally.ERP 9

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

Balance Sheet APMC Ctrl + M

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

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

(18/18) Tally Messages ^ Ctrl + N

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

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

SHORTCUT KEYS IN TALLY :-

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

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

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