

SEM VI
SUBJECT: COMPUTERISED ACCOUNTING
TOPIC: TALLY
TEACHER: SANDIP BHATTCHARYYA
BILL OF MATERIALS

It is the Process By Which raw Materials Converted Into Finished Goods.

Step 1:

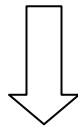
Gate way of Tally → Press the Button F12 → Account/Inventory Information → Insert/ Put “YES” Beside Bill of Materials (Right Side)



Step 2:

Purchase 4 Monitors, 4 Mouse, 4 CPUs, 4 Keyboards.
For Making Credit Purchase,

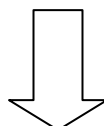
Gate Way of Tally → Accounting Vouchers → Press the Button F9 → Create Party name By Using Alt+G → Create A Party Name under the Sundry creditors → Create stock Items (4 Monitors, 4 Mouse, 4 CPUs, 4 Keyboards) By Press the Button Alt+C under the Stock Items → Create Stock Items And Price → Save.



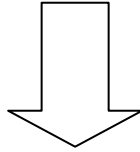
Step 3:

To Set Standard:

Gate Way of Tally (GOT) → Inventory Info → Stock Items → Create Computer (Finished Goods) → Put Yes Beside Bill of materials → Give Name (Computer Manufacturer) → Unit (Put 1 Unit) Beside Unit of Manufacturing → Select the Standard Items to Create 1 Unit → Save.



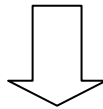
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Step 4:

For Create Voucher:

Gate Way of Tally → accounting Information → Voucher Types → Create →
Name (Computer manufacturer) → Stock Journal (Type of Voucher) → Use Yes Besides
manufacturing Journal → Save.



Step 5:

For Generation of Finished Goods:

Gate Way of Tally → Inventory Voucher → Press the Button (Alt+F7) → Select
computer Manufacturer → Select name of the Product (Computer) → Select Quantity to
Manufacturing (Example: 2 Units) → Rates And Amounts Will Come Automatically → Put
Some Additional Cost (Example: Labour Charges) → save.

Note: For Co Product/ By Product:

Additionsl Cost → (Alt+C) → Example Labour (Direct Expenses) → Amount →
Effect rate → Save.

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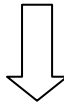
ORDER PROCESSING

For Purchase Order: Alt+F4 For Sales Order : Alt+F5
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Step 1:

Gate Way of Tally → F11 → F2 → Put Yes Beside Enable Purchase Order, Sales Order, Use Tracking Number → Save.

Step 2:



Purchase Order Entry:

Gate Way of Tally → Accounting Voucher → Press the Button (Alt+F4) Purchase Order → Select Party name (Creditors for Purchase) → Select Order Number → Enter → Select Item → Enter → Put the Expected Due date of Order Received → Put quantity → Put Rate → Enter → Select Purchase Ledger /Sales Ledger (In Case of making Sales Order) → Save.



Step 3:

For Making Purchase Entry (Note: Purchase Date Will be Purchase Order Due Date)

Gate Way of Tally → Accounting Voucher → Press the Button F9 (In Case Sales Press The Button F8) → Repeat Previous Purchase Order Entries (Sales In case of Sales Order Entries) → Select the Order Number And Continue → Tracking Number Option Open → Select the Order Number → Select the Relevant quantity → Save.

(Note: If there is Any difference in Purchase Order And Purchase, Put the difference In the Same Voucher Entry)

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CREATION OF GODOWN

Step 1:

Gate Way of Tally → F11 → F2 → Put Yes Beside Multiple Godown Creation → Save.



Step 2:

Create Godown:

Gate Way of Tally → Inventory Info → Godown → Create → Name the Godown → Save.



For Opening And Closing Entries:

Press the Button F12 → Put Yes Besides Opening Inward And Outward → Save.



Step 3:

Create the Purchase of the Stock Item Using Godown.



Step 4:

For Transfer of Stock Items From One Godown to Another Godown:

Gate Way of Tally → Inventory Vouchers → Select the name of the Stock Items → Select the Godown (Source) → Select the Quantity → Stock Item Rate And Amount Will Come Automatically → Select the Item → Select the Godown (Destination) → Select the Quantity → Rate And Amount → Save.

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COST CENTER / COST CATEGORY

Cost Center: Employees (A, B, C)
Cost category: Indirect Expenses (Salary)

Step 1:

Gate Way of Tally → F11 → F1 → Put Yes Besides Cost Center → Put Yes Besides More than One Payroll, Cost Center Category.

Step 2:

Create Cost Category:

Gate Way of Tally → Account Info → Cost Category → Create → Name of the Category (Salary) → Put Yes Besides Revenue Items → Save.

Step 3:

Create Cost Center:

Gate Way of Tally → Account Info → Cost Center → Create → Select The Category (Salary) → Primary → Save.

Step 4:

Salary Payment entry Passed:

Gate Way of Tally → F5 → Payment Voucher → Select Salary Under Particulars → Select Cost Center (that is A, B , C) → Select the Amount → Save.

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MEMORANDAM VOUCHERS

Step 1:

Gate Way of Tally → F11 → F1 → Put Yes Beside Use Reversing Journal And Optional Vouchers → Save.

Step 2:

Gate way of Tally → Ctrl+F10 → Dr (Create the Ledger Name Under Sundry Creditors) → Cr (Cash A/C) (It Does Not Impact on Cash)

Step 3:

Gate way of Tally → Dispay → Exception reports → Memorandum Vouchers → Enter 2 Times → For Edit (F5) → Correct Journal Entry → Save.

Note: this Feature Is Used Just to keep Any Details In the Memory Which Has No Impact in P/L And Balance Sheet.

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BACK UP AND RESTORE

Back Up in Tally:

Step 1:

Create the Folder In Desktop → Open the Folder → Click on Address Path → Copy Address From the Address Path → Close the Folder Window.

Step :2

Open the Tally → Gate Way of Tally → Alt+F3 → Back Up → Source File (Not to change Anything in source File) → Destination File → Paste the Address (Copied In earlier step) → For Paste (Ctrl +Alt + V) → select the Company → Save.

Restore In Tally:

Open the Tally → Gate Way of Tally → Alt+F3 → Restore → Destination Path (Not to change Anything in Destination File) → Copy And Paste the source path Folder Address → Select the Company Name → Save.

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IMPORT / EXPORT IN TALLY

While We Are In a Source Company:.

Export:

Gate Way of Tally → Display → List of Accounts → (Alt+E) → Backspace →
Export Closing Balance As Opening → Yes → To Date → (All Masters) Master.xml →
Save.

Import:

Gate Way of Tally → Import Data → Masters → File (Master.xml) → Modify
With the New Data → Save.

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BUDGET

Step 1:

Gate Way of Tally → F11 → F1 → Put Yes Besides Maintains Budget And Control → Save.

Step 2:

Gate Way of Tally → Account Info → Budget → Under Primary → From (Example 01.04 to 31.05) → Put Yes Under Ledger → Alt+C → Create Ledger (Example: Electricity And Rent Under Indirect Expenses) → Select The Closing Balance → Of the Presumptive Expenditure → Save.

Step :3

Create The Journal Entry In accounting Voucher Under Payment Entry (F5) on 01.04 And 31.05)

1. 01.04 Electricity A/C.....Dr.
Rent A/CDr.
To Cash/Bank A/C
2. 31.05 Repeat The same Entry With Variation of Amount

Step 4:

Compare:

Gate Way of Tally → P/L A/C → Indirect Expenses (Enter) → (Alt+B) (Budget Variance) → Select the Expenditure Budget → Put the Relevant Period of the Budget.

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BANK RECONCILIATION STATEMENT (BRS)

Create a Bank A/C Under Bank Accounts.

Journal Entries:

1. 01.05 (F6) (Receipt) Bank A/C (Under Bank Accounts)Dr. 100000/-
To Propiter's Capital A/C (under Capital Accounts) 100000/-

2. 31.05 (F5) (Payment) Creditors A/C (Under Sundry Creditors A/C)Dr. 50000/-
To Bank A/C (Under Bank Accounts) 50000/-
(Being Cheque Issued to Creditors)

3. 31.05 (F5) (Receipts) Bank A/C (Under Bank Accounts).....Dr. 100000/-
To Debtors A/C (Under Sundry Debtors A/C) 100000/-
(Being Cheque Received From Debtors)

Steps:

Gate Way of Tally → Banking → Bank Reconciliation (BRS) → Select the Relevant Bank → Put Accounting period (Alt+F2) → (that is 01.05 to 31.05) → Put the Date of Clearance As Per Passbook In the Bank Column → Save.

Note: To View the Reconcile Transaction Again, Press the Button F12 → While in the BRS Statement → Put Yes Besides Show The Reconsile Transactions.