

# Tally

POWER OF SIMPLICITY

**Tally.ERP 9 at a Glance**



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## Lesson 1: Complete Book-keeping

Tally.ERP 9 maintains all books of accounts starting from record of vouchers to ledgers etc. You can use different types of vouchers like payment, receipt, sales, purchases, receipt notes, delivery notes and adjustment entry vouchers like journals, debit & credit notes. Tally.ERP 9 inherits the principle of double entry system of book keeping and thus reduces possibilities of errors during voucher entry.

### 1.1 Simple & Easy Voucher Entry

Tally.ERP 9 provides flexibility to use predefined voucher types, comprising of accounting and inventory voucher types to record various business transactions. It also allows you to use Keyboard shortcut Keys as well as mouse operations during voucher entry.

#### 1.1.1 User-defined Voucher Types

Tally.ERP 9 provides predefined vouchers and also allows you to create different types of vouchers and record, classify & segregate vouchers as per your requirements. For e.g. you can further classify payment vouchers, by creating voucher types with the names **Bank Payment** and **Cash Payment**.

To create a new Voucher Type,

Go to **Gateway of Tally > Accounts Info. > Voucher Type > Create**

- ❑ Enter the Voucher name
- ❑ Specify the Type of voucher
- ❑ Specify the Method of numbering
- ❑ Activate or deactivate the other functions as required



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General		Printing	Name of Class
Type of Voucher	Payment	Print along with Voucher ? No	
Print			
Method of Voucher Numbering	? Automatic		
Use Advance Configuration	? No		
Use EFFECTIVE Dates for Vouchers	? No		
Make 'Optional' as default	? No		
Use Common Narration	? Yes		
Narrations for each entry	? No		

Figure 1.1 Voucher Type Creation

### 1.1.2 Flexible Voucher Numbering

Tally.ERP 9 also allows you to set the voucher numbering as per your needs, which is either automatic or manual or none. Further, you can also assign a Prefix / Suffix or both along with the Voucher number and define the periodicity of restarting Voucher numbers during entry i.e., either from the beginning of every day, month, week, year or never.

From the above Voucher Type Creation / Alteration screen,

- Specify the Method of Voucher Numbering

Figure 1.2 Types of Numbering

- Specify the Advance Configurations for Voucher Numbering, as required



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Restart Numbering			Prefix Details		Suffix Details	
Applicable From	Starting Number	Particulars	Applicable From	Particulars	Applicable From	Particulars
1-Apr-2008	1	Yearly	1-Apr-2008			

Figure 1.3 Advance Configurations for Voucher Numbering

### 1.1.3 Flexible classification of Account Heads / Chart of Accounts

In Tally.ERP 9, there are 28 predefined groups which are widely used in Chart of Accounts of many trading organizations. Out of these, 15 groups are **Primary Groups** and the remaining 13 are **Sub-Groups**. Among the 15 predefined groups, 9 Groups are **Balance Sheet** items and the remaining 6 groups are **Profit & Loss A/c** items. However, you may also alter the nomenclature of these predefined 28 Groups.

Tally.ERP 9 allows you to define Account heads and groups as per your requirements, thereby facilitating multiple structural grouping. The flexibility & ease of creating user-defined Account Heads and groups (Chart of Accounts) as per nature of business or business practice makes Tally.ERP 9 to suit businesses across industries, verticals and geographies without changing the way they do their business.

For Eg., You can have debtor's based on geographies viz., North Debtors, South Debtors, East Debtors & West Debtors and further subgroups based on states i.e., Karnataka Debtors, Maharashtra Debtors, Tamil Nadu Debtors. The states can also be classified into cities and so on.



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## 1.2 Books & Registers

Tally.ERP 9 provides you capability to generate various books and registers for any specific period viz., month, date, and year and as on date. In Tally.ERP 9, once voucher entry is made, the transactions are automatically & immediately in the Day Book and other Books of Accounts without any additional effort. Tally.ERP 9 allows you to maintain and generate all primary books of accounts and registers like

- Cash Book
- Bank Book
- Purchase Register
- Sales Register
- Journal Register
- Debit Note Register
- Credit Note Register
- General Ledger

### 1.2.1 Cash Book

To generate Cash Book,

Go to *Gateway of Tally > Display > Account Books > Cash / Bank Book(s)*

- Select the required Cash Ledger Account
- Press **Enter** on the required month to view Cash transactions for a month



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Ledger Vouchers		Universal Enterprises		Ctrl - M	
Ledger: Cash		1-Feb-2009 to 28-Feb-2009			
Date	Particulars	Vch Type	Vch No	Debit	Credit
	Step-in Computer	Receipt	100	15,000.00	
5-2-2009	Travelling & Conveyance	Payment	317		2,103.00
5-2-2009	Staff Welfare Expenses	Payment	314		620.00
15-2-2009	Repairs & Maintenance - Guest Accomd.	Payment	320		300.00
21-2-2009	Janata Timbers	Receipt	106	30,000.00	
28-2-2009	Repairs & Maintenance - Guest Accomd.	Payment	326		3,110.00
25-2-2009	Subscriptions	Payment	329		420.00
27-2-2009	Canara Bank	Contra	28	1,00,000.00	
28-2-2009	Postage & Telegraph	Payment	330		350.00
				Opening Balance	11,33,544.25
				Current Total	6,903.00
				<b>Closing Balance :</b>	<b>12,71,541.25</b>

Figure 1.4 Cash Book

### 1.2.2 Bank Book

To generate Bank Book,

Go to **Gateway of Tally > Display > Account Books > Cash / Bank Book(s)**

- Select the required Bank Account
- Press Enter on the required month to view Bank transactions for a month



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Ledger Vouchers		Universal Enterprises		01-Jul-08	
Ledger: HDFC Bank				1-Jul-2008 to 31-Jul-2008	
Date	Particulars	Vch Type	Vch No.	Debit	Credit
01-7-2008	Challenger Systems	Payment	85		1,00,000.00
06-7-2008	HDFC Silver Credit Card	Payment	86		10,770.00
08-7-2008	Jat Roadways (P) Ltd.,	Payment	89		5,000.00
12-7-2008	Jain Realtors	Payment	91		2,00,000.00
15-7-2008	Worldwide Computers	Receipt	30	1,00,000.00	
17-7-2008	Computer Point	Payment	95		90,460.00
17-7-2008	Soft Stop	Receipt	32	50,000.00	
18-7-2008	Investments	Payment	97		5,00,000.00
23-7-2008	Arvind Kumar	Receipt	33	3,920.00	
25-7-2008	(as per details)	Payment	101		19,603.66
	Debit on Cash/Bank Cr. 17,021.27 Dr.				
	Interest on Car Loan A/c 1,582.39 Dr				
27-7-2008	Canara Bank	Contra	8		3,00,000.00
27-7-2008	Fast Couriers	Payment	102		1,179.78
28-7-2008	Infinite Infosolutions	Payment	103		1,10,000.00
29-7-2008	Modern Advertisers	Receipt	35	7,045.20	
29-7-2008	Canara Bank	Contra	9		1,80,000.00
30-7-2008	TVS Electronics (I) Ltd.,	Payment	106		2,00,000.00
30-7-2008	Step-in Computers	Receipt	36	25,000.00	
30-7-2008	Telephone Link Ltd.,	Payment	107		1,460.62
31-7-2008	NextGen Systems	Payment	108		25,500.00
31-7-2008	Sai Infotech (P) Ltd.,	Payment	109		50,000.00
31-7-2008	Assembling Charges	Payment	111		1,520.00
31-7-2008	Bank Charges	Payment	112		310.00
31-7-2008	Silverplus Computers	Receipt	37	10,00,000.00	
31-7-2008	(as per details)	Payment	114		1,377.00
	ESI Payable 1,005.00 Dr				
				9 more ...	
				Opening Balance :	26,11,264.33
				Current Total :	11,86,785.20
				Closing Balance :	19,17,040.22

Figure 1.5 Bank Book

### 1.2.3 Purchase Register

To generate Purchase Register,

Go to **Gateway of Tally > Display > Account Books > Purchase Register**

- Press Enter on the required month to view Purchase Transactions for a month



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Voucher Register		Universal Enterprises		Ctrl + M	
List of All Purchase Vouchers				1-Apr-2008 to 30-Apr-2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
2-4-2008	NextGen Systems	Purchase	1		5,700.00
2-4-2008	Sinco Machinery Co.,	Purchase	2	10,10,000.00	
3-4-2008	Cash	Purchase	3	332.00	
3-4-2008	Cash	Purchase	4	12,100.00	
3-4-2008	HP India Ltd.,	Purchase	5	1,63,500.00	
5-4-2008	NextGen Systems	Purchase	6	72,300.00	
6-4-2008	Chandra Timber	Purchase	7	17,10,781.00	
7-4-2008	Vinayaga Trading Corporation	Purchase	8	2,05,785.00	
10-4-2008	New Era Computers	Purchase	9	10,320.00	
12-4-2008	NextGen Systems	Purchase	10	4,500.00	
16-4-2008	Fast Couriers	Purchase	11	1,683.00	
17-4-2008	New Buzz Traders	Purchase	12	9,300.00	
17-4-2008	Magnum Breweries	Purchase	13	2,40,000.00	
20-4-2008	TVS Electronics (I) Ltd.,	Purchase	14	7,87,500.00	
21-4-2008	Tap Computers	Purchase	15	3,80,474.00	
24-4-2008	N.C.Jain	Purchase	16	460.00	
24-4-2008	Havin Traders	Purchase	17	2,151.00	
25-4-2008	Telephone Link Ltd.,	Purchase	18	1,346.88	
26-4-2008	New Era Computers	Purchase	19	4,580.00	
Total:				41,88,243.88	

Figure 1.6 Purchase Register

### 1.2.4 Sales Register

To generate Sales Register,

Go to Gateway of Tally > Display > Account Books > Sales Register

- Press Enter on the required month to view Sales Transactions for a month



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Voucher Register		Universal Enterprises		Ctrl + M	
List of All Sales Vouchers				1 Nov 2008 to 30 Nov 2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
	Monthwise Systems	Sales	72	28,000.00	
6-11-2008	Nirvanam Timbers	Sales	73	11,58,298.00	
10-11-2008	Worldwide Computers	Sales	74	3,45,700.00	
12-11-2008	AVT Computers	Sales	75	4,888.00	
16-11-2008	Bright Traders	Sales	76	3,47,640.00	
22-11-2008	AVT Computers	Sales	77	1,03,500.00	
25-11-2008	Hindustan Timbers	Sales	78	5,66,855.00	
26-11-2008	Global Traders	Sales	79	1,56,800.00	
26-11-2008	Silverplus Computers	Sales	80	5,22,500.00	
27-11-2008	Fitma Systems	Sales	81	67,500.00	
30-11-2008	Modern Advertisers	Sales	82	7,303.40	
<b>Total:</b>				<b>33,08,275.28</b>	

Figure 1.7 Sales Register

### 1.2.5 Journal Register

To generate Journal Register,

Go to Gateway of Tally > Display > Account Books > Journal Register > Journal Register

- Press Enter on the required month to view Journal Entries for a month.

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Journal Vouchers				1 Feb 2009 to 28 Feb 2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
	Vehicle Repairs & Maintenance	Journal	71	6,515.00	
16-2-2009	Commission Paid	Journal	72	15,000.00	
18-2-2009	Firing Systems	Journal	73		1,281.75
18-2-2009	Training & Orientation Expenses	Journal	74	9,300.00	
25-2-2009	Miscellaneous Expenses	Journal	75	2,500.00	
20-2-2009	Petrol Expenses	Journal	76	2,670.00	
20-2-2009	Cartage Inwards	Journal	77	1,250.00	
20-2-2009	Transportation & Packaging	Journal	78	5,000.00	
20-2-2009	Output VAT @ 12.5%	Journal	79	2,14,227.25	
20-2-2009	PF Admin Expense	Journal	80	331.50	
20-2-2009	VAT Adjustment A/c	Journal	81	72,871.25	

Figure 1.8 Journal Register



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### 1.2.6 Debit Note Register

To generate Debit Note Register,

Go to Gateway of Tally > Display > Account Books > Journal Register > Debit Note Register

- Press Enter on the required month to view Debit Notes for a month.

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Debit Note Vouchers				1-Jan-2009 to 31-Jan-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
13-1-2009	New Buzz Traders	Debit Note	3	708.00	
14-1-2009	Top Computers	Debit Note	4	364.00	

Figure 1.9 Debit Note Register

### 1.2.7 Credit Note Register

To generate Credit Note Register,

Go to Gateway of Tally > Display > Account Books > Journal Register > Credit Note Register

- Press Enter on the required month to view Credit Notes for a month or press F2 and specify the period

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Credit Note Vouchers				1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
3-4-2008	Global Traders	Credit Note	1		624.00
3-5-2008	Computer Junction	Credit Note	2		24,960.00
1-8-2008	Computer Junction	Credit Note	3		520.00

Figure 1.10 Credit Note Register

### 1.2.8 Day Book

To generate Day Book,

Go to Gateway of Tally > Display > Day Book

Specify the required period to view transactions entered for that particular day, week and year or for any specified period.



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Day Book		Universal Enterprises		Ctrl - M	
Day Book				1-Apr-2008 to 31-Mar-2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
Balance, HDFC Bank		Contra			20,00,00.00
2-4-2008	Computer Junction	Receipt	1		50,149.00
2-4-2008	Mohan's Share Capital A/c	Receipt	2		15,00,000.00
2-4-2008	Computer Junction	Sales	1	51,420.00	
2-4-2008	InfoSoft Solutions	Sales	2	32,937.60	
2-4-2008	NextGen Systems	Purchase	1		30,300.00
2-4-2008	Simca Machinery Co.,	Purchase	2		10,00,000.00
2-4-2008	Cash	Purchase	3		832.00
3-4-2008	Computer Junction	Receipt	3		49,920.00
3-4-2008	Cash	Purchase	4		12,400.00
3-4-2008	HP India Ltd.,	Purchase	5		1,83,500.00
5-4-2008	HDFC Bank	Contra	2		50,000.00
5-4-2008	InfoSoft Solutions	Receipt	4		32,937.60
5-4-2008	Computer Junction	Sales	3	14,568.00	
5-4-2008	NextGen Systems	Purchase	6		72,000.00
5-4-2008	Vinayaga Trading Corporation	Advance	1		1,97,470.00
6-4-2008	Travelling & Conveyance	Payment	1	1,500.00	
6-4-2008	Chandra Timbers	Purchase	7		12,10,781.00
7-4-2008	Vinayaga Trading Corporation	Purchase	8		2,85,785.00
7-4-2008	Wireless Mouse	Receipt Note	1		10 Nos
8-4-2008	Janata Timbers	Sales	4	4,90,437.00	
9-4-2008	NextGen Systems	Payment	2	28,000.00	
9-4-2008	Arvind Kumar	Receipt	5		15,000.00
9-4-2008	Arvind Kumar	Sales	6	26,000.00	
9-4-2008	Assembled PIV	Delivery Note	6		10 Nos
9-4-2008	Assembled PIV	Bill Journal	1		10 Nos
10-4-2008	New Era Computers	Payment	3	2,920.00	
10-4-2008	Universal Systems	Sales	8	2,31,390.00	
10-4-2008	New Era Computers	Purchase	9		10,920.00
12-4-2008	Arvind Kumar	Receipt	8		10,000.00
					371 more ...

Figure 1.11 Day Book

### 1.2.9 General Ledger

As discussed earlier, you can define the Chart of Accounts i.e. - maintain groups, ledger masters etc., as required by your business and maintain detailed ledger system, for both Personal and Nominal Accounts.

### 1.3 Statements of Accounts

Tally.ERP 9 provides you capability to generate, print, mail or upload various Financial Statements and reports viz., Balance Sheet, Profit & Loss A/c, Trial Balance, Cash Flow, Fund Flow, Receivables, Payables & Stock Statements and so on.

#### 1.3.1 Receivables and Payables Management

Accounts Receivables are the amounts that you are to receive from the sundry debtors while Accounts Payables are the amounts you have to pay to sundry creditors. Tally.ERP 9 provides complete bill wise information of amounts receivable as well as payable, either on party wise, group wise or Billwise. This feature tracks bills, payments/receipts including advances on one-to-one basis.



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To view **Outstandings**:

- Set **Maintain Bill-wise Details** to Yes in F11: Accounting Features
- Create a **Party (Ledger A/c)** under **Sundry Debtors / Sundry Creditors** group
- Set **Maintain balances bill by bill** to Yes for the parties during ledger creation
- Go to **Gateway of Tally > Accounting Vouchers > Sales (F8) or Purchase (F9)** accordingly and enter the transaction by specifying a **Bill reference No.** along with due dates for the amount to be received or paid in the **Bill Allocations** for screen (you can also break up the amount into multiple reference numbers with different due dates)

To view **Receivables / Payables Reports**

Go to **Gateway of Tally > Display > Statement of Accounts > Outstandings > Receivables** (to view due to the company).

The report displays bill-by-bill outstanding for all the parties with the pending amount along with the due date.

Bills Outstanding				Universal Enterprises		Ctrl - M 33	
Bills Receivable				1-Apr-2008 to 31-Mar-2009			
Date	Ref. No.	Partys' Name	Pending Amount	Due on	Overdue by days		
5-Apr-2008		Computer Junction	14,500.00	3-Apr-2008	300		
24-Apr-2008	071	Global Traders	1,50,395.00	1-May-2008	304		
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	0	Horizon Systems	42,736.00	31-May-2008	304		
5-May-2008	1254	Adview Consultants	12,000.00	3-May-2008	300		
5-May-2008	10	Arvind Kumar	14,852.00	4-Jan-2008	360		
5-May-2008	9	Computer Junction	52,000.00	4-Jan-2008	300		
25-May-2008	20	Hindustan Timbers	5,91,734.88	25-May-2008	310		
5-Jun-2008	23	Janata Timbers	5,16,061.00	5-Jun-2008	209		
28-Jun-2008	32	S.V.S Computers	89,407.50	30-Jun-2008	276		
2-Jul-2008	04	Computer Junction	79,040.00	1-Aug-2008	242		
1-Jul-2008	22	Prism Softlinks	16,875.00	6-Aug-2008	237		
19-Jul-2008	20	Venkateshwara Softwares	59,725.00	15-Jul-2008	205		
26-Jul-2008	25	Step-In Computers	32,500.00	26-Jul-2008	240		
27-Aug-2008	27	Stalling Business Solutions	14,062.00	21-Aug-2008	276		
7-Sep-2008	29	Futura Systems	90.00	3-Sep-2008	209		
5-Sep-2008	NEC/27/0001	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		
9-Oct-2008	33	Gaitonde Traders	52,125.00	0-Oct-2008	174		
18-Oct-2008	1397	Adview Consultants	3,000.00	15-Oct-2008	164		
25-Oct-2008	35	Prism Softlinks	9,699.50	25-Oct-2008	157		
25-Oct-2008	51	Universal Systems	2,650.00	3-Dec-2008	112		
6-Nov-2008	70	Nirmaan Timbers	11,59,258.88	6-Nov-2008	145		
22-Nov-2008	52	AVT Computers	58,388.00	22-Nov-2008	129		
25-Nov-2008	74	Hindustan Timbers	5,55,868.00	25-Nov-2008	120		
27-Nov-2008	36	Futura Systems	67,500.00	27-Nov-2008	124		
				83 more ...			
				93,18,194.00			

Figure 1.12 Bills Outstanding Report - Bills Receivables



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**To View Group Outstanding Reports:**

- Select Group in the **Outstandings** menu and then select the specific group or sub group.

Group Outstandings		Universal Enterprises	
		South Debtors	
		Universal Enterprises	
		1-Apr-2008 to 31-Mar-2009	
		Pending Bills	
		Debit	Credit
All India Computer Peripherals		19,680.00	
Amar Computer Peripherals		40,657.00	41,360.00
Anand Kumar		50,398.00	
AVT Computers		1,45,600.00	51,940.00
Computer Junction		34,240.00	
Fortune Computer Services		67,590.00	
Future Systems		53,125.00	
Galaxy Traders		3,17,916.00	
Global Traders		42,735.00	
Horizon Systems		79,750.00	
Office Automation Systems		26,634.50	
Prism Softlinks		12,86,800.00	
Silverplus Computers		30,500.00	
Step-in Computers		14,062.50	
Sterling Business Solutions		12,656.25	
Supreme Computers Peripherals		89,437.50	93,015.00
S.V.S Computers		50,725.00	
Venkateshwara Software			
		24,06,914.75	1,06,315.00

Figure 1.14 Group Outstandings Report

You can also view **Ageing Analysis** of Outstandings, by defining various ranges of periods and view outstanding across the specified time slabs. For eg., you can specify 0 to 30 days, 30 to 45 days and 45 to 75 days and so on.

**To View Ageing Analysis Report**

Go to **Gateway of Tally > Display > Outstandings > Receivables or Payables**

- Select **F6 (Age wise)**



Figure 1.15 Ageing Methods

- Specify Ageing Methods and the Periods

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**ANNAL JKK SAMPOORANI ANNAL COLLEGE OF PHARMACY**  
**ETHIRMEDU, KOMARAPALAYAM - 633 183,**  
**NAMAKKAL DISTRICT, TAMILNADU, INDIA.**



Bills Outstanding		Universal Enterprises		1-Apr-2008 to 31-Mar-2009	
Date	Ref No.	Party's Name	Pending Amount	(+ 0 to 30 days)	(+ 31 to 60 days)
1-Apr-2008		Computer Junction	14,560.00		14,560.00
21-Apr-2008	071	Global Traders	1,50,356.00		1,50,356.00
25-Apr-2008	0	Asar Computer Peripherals	15,000.00		15,000.00
30-Apr-2008	9	Square Computer Peripherals	12,656.25		12,656.25
1-May-2008	0	Horizon Systems	42,736.00		42,736.00
5-May-2008	1254	Adhew 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	5,97,724.08		5,97,724.08
5-Jun-2008	23	Janata Timbers	5,76,061.00		5,76,061.00
20-Jun-2008	32	S.V.S Computers	89,437.50		89,437.50
7-Jul-2008	24	Computer Junction	79,040.00		79,040.00
7-Jul-2008	22	Prism Softlinks	16,875.00		16,875.00
09-Jul-2008	23	Vasanthakuma Software	59,725.00		59,725.00
26-Jul-2008	25	Seep Ja Computers	32,500.00		32,500.00
27-Aug-2008	27	Stellar Business Solutions	14,962.50		14,962.50
3-Sep-2008	29	Futura Systems	50.00		50.00
5-Sep-2008	NEC/NV/0043	New Era Computers	707.00		707.00
0-Sep-2008	33	Asar Computer Peripherals	4,600.00		4,600.00
21-Sep-2008	31	Office Automation Systems	79,750.00		79,750.00
1-Oct-2008	34	Gaithonde Traders	53,125.00		53,125.00
19-Oct-2008	1257	Adhew Consultants	3,000.00		3,000.00
25-Oct-2008	26	Prism Softlinks	9,659.50		9,659.50
25-Oct-2008	51	Universal Systems	2,600.00		2,600.00
6-Nov-2008	70	Himaan 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	30	Futura Systems	67,500.00		67,500.00
			19 more		
			33,38,986.42	39,84,118.13	5,41,870.30
			9,07,000.00	17,81,743.51	

Figure 1.16 Ageing Analysis Report

You may also view the Ageing Analysis report by due date or by bill date.

### 1.3.2 Group Summaries

The group summary statement shows the closing balances of the accounts of a selected group for a specified period up to the current date. The default view is that of sub-groups within a group.

To view Group Summary,

Go to Gateway of Tally > Display > Account Books > Group Summary

- ❑ Select a Group (Sundry Debtors / Sundry Creditors or any other group or you may select Primary to display summary for all the groups)
- ❑ Press Alt+F1 for detailed view



  
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Group Summary		Universal Enterprises		Date: 31/03/2020	
Particulars	Sundry Debtors Universal Enterprises 1-Apr-2019 to 31-Mar-2020				
	Closing Balance				
	Debit		Credit		
<b>East Debtors</b>			2,33,900.00		
Universal Systems			2,33,900.00		
<b>North Debtors</b>			30,000.00		
Computer World			30,000.00		
<b>South Debtors</b>			22,24,685.25		4,085.50
AI India Computer Institute			25,000.00		
Amar Computer Peripherals			19,600.00		
Anand Kumar					500.00
AVT Computers			50,000.00		
Computer Junction			93,660.00		
Future Computer Services			34,240.00		
Future Systems			67,000.00		
Global Trade			53,125.00		
Global Traders			3,17,918.00		
Horizon Systems			42,736.00		
Office Automation Systems			79,750.00		
Priya Softlinks			26,534.00		
Sikropus Computers			12,86,800.00		
Step in Computers			32,500.00		
Sterling Business Solutions			14,082.00		
Supreme Computers Peripherals			12,666.25		
S.V.S Computers					3,577.00
Yanakeshwara Softwares			59,725.00		
<b>Sundry Debtors - Overseas</b>			14,949.88		
Fuzzy Systems			14,949.88		
<b>Grand Total</b>			61,45,422.18		4,085.50

Figure 1.17 Group Summary

### 1.3.3 Columnar Reports

Tally.ERP 9 provides columnar reports for transactions of Sales, Purchase and Journal as well as specific Ledgers and Cash / Bank Books.

To view Columnar Reports,

Go to **Gateway of Tally > Display > Account Books**

- Select a register (Sales/Purchase/Journal)
- Drill down to the List of Vouchers
- Press **F5** to view columnar reports as shown in the figure below (This is an option to choose the ledger accounts or configure the columns to contain the required information)



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Voucher Register										
Universal Enterprises										Period
List of All Sales Vouchers										1-Apr-2008 to 31-Mar-2009
Date	Particulars	Voucher Type	Vch No	Quantity	Rate	Gross Total	Interstate Sales @ 4%	Transportation & Packaging	CST Tax @ 4%	Sales AMC for Computers
										11 items
01-Apr-2008	Computer Junction	Sales	1	2 Nos	24,000.00/Nos	51,420.00	48,000.00	1,500.00	1,920.00	20,000.00
2-Apr-2008	InfoSoft Solutions	Sales	2			32,937.60				
5-Apr-2008	Computer Junction	Sales	3	1,410 Nos	8.70/Nos	14,568.00				
6-Apr-2008	Janata Timbers	Sales	4	50 MT	8,900.00/MT	4,90,437.00				
9-Apr-2008	Arvind Kumar	Sales	5	1 Nos	25,000.00/Nos	25,000.00				
10-Apr-2008	Universal Systems	Sales	6	10 Nos	22,000.00/Nos	2,31,300.00	2,20,000.00	2,500.00	8,800.00	
13-Apr-2008	Hindustan Timbers	Sales	7	30 MT	9,000.00/MT	2,71,572.13				
24-Apr-2008	Global Tradem	Sales	8	35.0 Box	200.00/Box	7,280.00				
25-Apr-2008	Global Tradem	Sales	9	5 Nos	2,000.00/Nos	10,400.00				
25-Apr-2008	Nazar Computer Polykorals	Sales	10	10 Nos	12,000.00/Nos	1,31,125.00				
25-Apr-2008	Silverplus Computers	Sales	11	20 Nos	22,000.00/Nos	4,61,100.00				
30-Apr-2008	Sybase Computer Polykorals	Sales	12	15 Nos	11,000.00/Nos	1,85,625.00				
30-Apr-2008	Modern Advertisers	Sales	13			5,612.00				
1-May-2008	Horizon Systems	Sales	14	298 Nos	383.70/Nos	1,12,736.00				
3-May-2008	Office Automation Systems	Sales	15	15 Nos	7,400.00/Nos	1,24,875.00				
5-May-2008	Computer Junction	Sales	16	6 Nos	25,000.00/Nos	1,59,500.00	1,50,000.00	3,500.00	5,000.00	
6-May-2008	Arvind Kumar	Sales	17	111 Nos	695.13/Nos	81,652.00				
10-May-2008	Computer World	Sales	18	15 Nos	24,000.00/Nos	3,76,900.00		2,500.00	14,400.00	
15-May-2008	Himaam Timbers	Sales	19	60 MT	8,600.00/MT	5,98,590.13				
25-May-2008	Worldwide Computers	Sales	20	25 Nos	25,000.00/Nos	6,52,500.00	6,25,000.00	2,500.00	25,000.00	
25-May-2008	Hindustan Timbers	Sales	21	60 MT	8,600.00/MT	5,97,774.88				
31-May-2008	Modern Advertisers	Sales	22			7,640.48				
5-Jun-2008	AVT Computers	Sales	23	6 Nos	12,000.00/Nos	81,000.00				
5-Jun-2008	Janata Timbers	Sales	24	500 MT	600.00/MT	3,76,061.00				
										13 items
	<b>Grand Total</b>					<b>3,45,36,595.42</b>	<b>60,54,625.00</b>	<b>65,000.00</b>	<b>2,56,705.00</b>	<b>65,000.00</b>

Figure 1.18 Columnar Sales Register

Different type of reports can be generated for each of the primary statement/ report generated in Tally.ERP 9. It is to be noted that Tally.ERP 9 provides the columnar comparison of data for different periods and budgets only for the Group Summary.

### 1.4 Credit Limits

Tally.ERP 9 provides you with the feature to set threshold limits for the trading transactions with your Sundry Debtors. On setting the Credit Limits, transactions beyond the specified limit are restricted. This feature is very significant in reducing potential bad debts.

To activate Credit limits,

- Set Maintain Budgets & Controls to Yes in F11: Accounting Features

To set Credit limits,

Go to Gateway of Tally > Accounts Info. > Ledgers > Credit Limits.

- Select the required Group.
- Specify the Credit limit for each ledger account and the applicable credit period.



*(Handwritten Signature)*

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Multi-Ledger Limit Allocation		Universal Enterprises		Ctrl - M	
Under Group - Sundry Debtors				1-Apr-2008 to 31-Mar-2008	
S.No.	Name of Ledger	Credit Limit			
5.	Battiwala & Co.	7,00,000.00	Dr	30	Days
6.	Best Systems Pvt Ltd	7,50,000.00	Dr	45	Days
7.	Bright Traders	4,00,000.00	Dr		
8.	Computer Junction	5,00,000.00	Dr	60	Days
9.	Computer World	32,00,000.00	Dr	45	Days
10.	Fortune Computer Services	12,00,000.00	Dr	30	Days
11.	Futura Systems	5,00,000.00	Dr	45	Days
12.	Fuzitsy Systems	10,00,000.00	Dr		
13.	Gatonde Traders	3,00,000.00	Dr	60	Days
14.	Global Traders	5,00,000.00	Dr	30	Days
15.	Hindustan Timbers	45,00,000.00	Dr	45	Days
16.	Horizon Systems	7,50,000.00	Dr	30	Days
17.	InfoSoft Solutions	8,00,000.00	Dr	60	Days
18.	Janata Timbers	12,00,000.00	Dr	30	Days
19.	K.P.Bhutta	5,00,000.00	Dr	30	Days
20.	Manjunath Systems	8,00,000.00	Dr	45	Days
21.	M.M.Lal	5,00,000.00	Dr	30	Days
22.	Modern Advertisers	12,00,000.00	Dr	45	Days
23.	Nirmaan Timbers	3,00,000.00	Dr	30	Days
24.	Office Automation Systems	10,00,000.00	Dr	45	Days
25.	Prism Softlinks	9,00,000.00	Dr	60	Days
26.	Silverplus Computers	54,00,000.00	Cr	45	Days
27.	Soft Stop	15,00,000.00	Dr	30	Days
28.	Step-in Computers	30,00,000.00	Dr	45	Days
29.	Sterling Business Solutions	9,00,000.00	Dr	30	Days
30.	Supreme Computers Peripherals	2,50,000.00	Dr	15	Days
31.	S.V.S Computers	3,00,000.00	Dr	30	Days
32.	Universal Computers	4,50,000.00	Dr	30	Days
33.	Universal Systems				
34.	Venkateshwara Softwares				
35.	Worldwide Computers				

Figure 1.19 Credit Limits for Ledger Accounts



You can also define the **Credit Limits** for individual ledger accounts at the time of **creation / Alteration**, in the **Ledger Master** screen.

### 1.5 Bank Reconciliation

Tally.ERP 9 provides you the facility to reconcile the transactions of your Bank Book with the Bank Statement and instantly displays the Balance at Bank and as per the Bank Book, this facility significantly helps in planning your payouts. The reconciliation of bank transaction using the reconcile feature is very simple and easy to use, by simply entering the date of debit / credit of a particular transaction in the Bank.

To view Bank Reconciliation Statement:



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**Go to Gateway of Tally > Display > Account Books > Cash/Bank Book**

- Select the required **Bank Account** and press **Enter** on the required month (or **F2** and specify the required period from which you want to reconcile your bank accounts)
- Press **F5: Reconcile**
- Enter the **date of clearing** (date on which the transaction is being debited / credited) from the Bank Statement.

Bank Reconciliation		Universal Enterprises		1-Jun-2008 to 30-Jun-2008	
Ledger: HDFC Bank		(Reconciliation - All Vouchers)			
Date	Particulars	Vch Type	Bank Date	Debit	Credit
2-4-2008	Cash	Contra	2-4-2008		20,000.00
2-4-2008	Capital	Receipt	2-4-2008	55,000.00	
5-4-2008	Cash	Contra	2-4-2008		50,000.00
2-4-2008	Computer Junction	Receipt	5-4-2008	50,440.00	
9-4-2008	NextGen Systems	Payment	15-4-2008		28,000.00
13-4-2008	NextGen Systems	Payment	17-4-2008		4,520.00
18-4-2008	New Buzz Traders	Payment	22-4-2008		4,500.00
25-4-2008	Hyundai Motors (I) Pvt. Ltd.,	Payment	30-4-2008		2,00,000.00
28-4-2008	Travelling & Conveyance	Payment	3-5-2008		21,650.00
30-4-2008	Assembling Charges	Payment	3-5-2008		1,520.00
3-5-2008	Canara Bank	Contra	3-5-2008		2,00,000.00
6-5-2008	Jet Roadways (P) Ltd.,	Payment	12-5-2008		8,000.00
17-5-2008	Canara Bank	Contra	17-5-2008		3,00,000.00
15-5-2008	Office Automation Systems	Receipt	20-5-2008	1,00,000.00	
25-5-2008	Cholamandam Auto Finance Coy.,	Payment	30-5-2008		19,603.66
30-5-2008	Cash	Contra	30-5-2008		1,00,000.00
29-5-2008	D R D O, Bangalore	Receipt	3-6-2008	1,00,000.00	
31-5-2008	Assembling Charges	Payment	4-6-2008		1,520.00
31-5-2008	D R D O, Bangalore	Receipt	4-6-2008	2,31,300.00	
6-6-2008	Jain Realtors	Payment	12-6-2008		4,00,000.00
8-6-2008	Jet Roadways (P) Ltd.,	Payment	15-6-2008		8,500.00
18-6-2008	Top Computers	Payment	22-6-2008		3,65,840.00
22-6-2008	TVS Electronics (I) Ltd.,	Payment	26-6-2008		2,00,000.00
29-6-2008	Cash	Contra	29-6-2008		1,00,000.00
25-6-2008	Cholamandam Auto Finance Coy.,	Payment	30-6-2008		19,603.66
30-6-2008	Assembling Charges	Payment	3-7-2008		1,520.00
30-6-2008	D R D O, Bangalore	Receipt	4-7-2008	5,00,000.00	
30-6-2008	D R D O, Bangalore	Receipt	5-7-2008	2,00,000.00	
				Balance as per Company Books :	26,11,264.33
				Amounts not reflected in Bank :	66,94,992.48
				Balance as per Bank :	37,83,728.15
					3,00,000.00

Figure 1.20 Bank Reconciliation Report

After reconciliation, you may also toggle to other reports, by pressing the relevant buttons from the Button Bar.



You may also specify the **effective date of reconciliation in the Bank Ledger Master** to predefine the date of reconciliation for transaction starting from where you want to reconcile.



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## 1.6 Flexible Reporting

Tally.ERP 9 can be used to generate financial reports, accounting reports, inventory reports, statutory reports and management control reports.

### 1.6.1 Bird's eye View/ Drill Down Display:

Tally.ERP 9's unique features provide you with the required information at a glance. For example- Ratio Analysis and Statistics provide you with wealth of information for decision making in a single screen.

Ratio Analysis		Universal Enterprises		Ctrl + M	
Principal Groups	Universal Enterprises 1-Apr-2008 to 31-Mar-2009	Principal Ratios	Universal Enterprises 1-Apr-2008 to 31-Mar-2009		
<b>Working Capital</b>	67,29,721.00 Cr	<b>Current Ratio</b>		2.51	1
(Current Assets-Current Liabilities)		(Current Assets - Current Liabilities)			
Cash-in-hand	10,19,901.25 Dr	<b>Quick Ratio</b>		2.25	1
Bank Accounts	25,25,492.57 Cr	(Current Assets-Stock in hand - Current Liabilities)			
Bank O/I A/c		<b>Debt Equity Ratio</b>		0.04	1
<b>Sundry Debtors</b>	66,16,336.68 Dr	(Loans (Liability) : Capital Account + Net Profit)			
(due till today)	73,00,627.27 Dr	<b>Gross Profit %</b>		27.56	%
Sundry Creditors	50,76,720.00 Cr	<b>Net Profit %</b>		10.70	%
(due till today)	48,62,456.09 Cr	<b>Operating Cost %</b>		80.24	%
Sales Accounts	3,18,70,647.50 Cr	(As percentage of Sales Accounts)			
Purchase Accounts	2,41,90,697.50 Dr	<b>Rece. Turnover in days</b>		60.20	days
Stock-in-hand	13,50,831.73 Dr	(payment performance of Debtors)			
<b>Net Profit</b>	62,20,991.92 Cr	<b>Return on Investment %</b>		63.15	%
<b>Wkg. Capital Turnover</b>	3.83	(Net Profit / Capital Account + Net Profit)			
(Sales Accounts / Working Capital)		<b>Return on Wkg. Capital %</b>		75.72	%
<b>Inventory Turnover</b>	23.23	(Net Profit / Working Capital) %			
(Sales Accounts / Closing Stock)					

Figure 1.21 Ratio Analysis



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The Statistics showing list of masters and vouchers will appear as shown :

Universal Enterprises		Universal Enterprises	
Types of Vouchers	1-Apr-2008 to 31-Mar-2008	Types of Accounts	1-Apr-2008 to 31-Mar-2008
Attendance		Groups	05
Bank Payment	0	Ledgers	200
Commercial Invoice	0	Cost Categories	4
Contra	30	Cost Centres	5
Credit Note	2	Stock Groups	9
Debit Note	4	Stock Categories	11
Delivery Note	25	Stock Items	39
Excise - Purchase	0	Godowns	6
Excise - Sales	0	Voucher Types	25
Journal	91	Units	12
Memorandum	2	Currencies	2
Mtg Journal	22	Budgets & Scenarios	7
Payment	278	Attendance-Production Types	3
Payroll	37	Employee Groups	3
Physical Stock	0	Employees	6
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		
<b>Total</b>	<b>1,001</b>		

Figure 1.22 Statistics

### 1.6.2 Drill Down Display

Tally.ERP 9 allows you to drill down from any report to its various lower levels till the voucher level. For e.g. you can view a Balance Sheet report and select a required group from it and drill down to the voucher level. Any changes made by you in the voucher (i.e. if allowed by current security levels), are reflected real time at all levels.

### 1.6.3 Date based Reporting

In Tally.ERP 9, you can generate reports by selecting a particular date or a date range. You can also compare reports of two selected periods, months or financial years. Reports in Tally.ERP 9 are generated based on the transaction date and not on the date of actual entry thereby ensuring accurate representation of information. Tally.ERP 9's unique and simple approach to reconcile bank statements is based on date of transaction and realisation.



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### 1.6.4 Voucher and Cheque Printing

Tally.ERP 9 provides you with a facility to print all types of vouchers. You can print a voucher on save or you can print it later. It is also possible to print formal receipts and cheques. The real benefit for a user is that you issue cheques to parties only after accounting the payment transactions

To activate Cheque printing,

Go to Gateway of Tally > F11: Features > F1: Accounting Features

- Set Enable Cheque Printing to Yes
- Enable Set/Alter Cheque Printing Configuration to Yes
- Enter the Company Name on the Cheque (if cheque is not preprinted with Company Name)
- Enter the Bank Name (as created in the Ledgers)

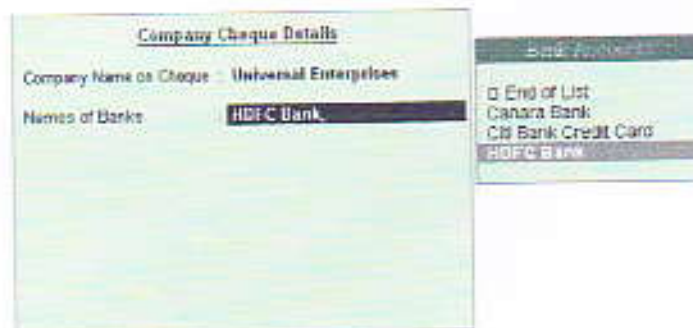


Figure 1.23 - Company Cheque Details Screen

- Enter the Cheque Dimensions



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Cheque Printing Configuration (All Dimensions in mm only)	
Width of Cheque	: 204
Height of Cheque	: 52
Distance of Date Line from Top Edge	: 9
Starting Location of Date from Left Edge	: 100
Distance of Party's Name Line from Top Edge	: 20
Starting Location of Name from Left Edge	: 14
Width of Name area	: 170
Distance of 2nd Amt-in-words Line from Top Edge	: 48.50
Height (gap) of Amt-in-words Line	: 5
Starting Location of Amt-in-words from Left Edge	: 33
Width of Amt-in-words area	: 180
Distance of Amt-in-figures Line from Top Edge	: 35
Starting Location of Amt-in-figures from Left Edge	: 153
Width of Amt-in-figures area	: 39
Distance of Company Signature Bottom Line from Top Edge	: 65
Starting Location of Signature from Left Edge	: 140
* Width of Signature area	: 50
* Height of Signature area (* mandatory to save configuration)	: 19
Salutation of 1st Signatory (if 2 signatories)	: Secretary
Salutation of 2nd or Single Signatory	: Managing Director

Figure 1.24 Cheque Printing Configuration Screen

Tally.ERP 9 allows you the flexibility to specify the payee's name other than the ledger account under which the payment is accounted. Once the voucher is saved, Tally.ERP 9 prompts you to print the cheque.



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