SWASTICK YOUTH COMPUTER TRAINING CENTRE
(A Government of West Bengal Initative Under the Directorate of Youth Service)

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24P DFAS-S2

Block-Patharpratima, Pin-743349, Contact No. 9733600064

MRP

Make sure your company is activated on GST.

Create a stock item --- F12--- Provide MRP --- Yes.

Set/Alter MRP details --- Yes ---- F12--- Allow state wise MRP --- Yes.

MRP details for :	Ginger Bread		
Allow MRP modification in voucher	: Yes		
Consider MRP for calculation of GST rate in Slab rate	: No		

Applicable From	State Name	MRP Rate	Per
1-4-2021			
	West Bengal	10.00	Pcs
	Bihar	12.00	Pcs
	Odisha	15.00	Pcs

Next, create some customer ledgers in different states and at the time sale, you can check the MRP you have predefined is changing on the basis of the location of the customer.

BANKING

How to create a cheque book?

GOT --- Create --- Ledger

Name --- HDFC

Under --- Bank Accounts

A/C holder's name --- Your Company Name

A/C Number --- Type your company's bank account number

IFSC – AAAA0123456 (Format)

Branch --- Type your bank branch

Set/Alter range for Cheque Books --- Yes ---

From Number	To Number	Number of Cheques	Cheque book name
000123	000135	13	Ch. Book 1 --- Accept

Set/Alter Cheque Printing Configuration --- Yes --- Sample Format (Alt+B) --- CTRL + P --- Esc --- Accept the ledger.

Post some entries in F5 and F6 with the bank ledger you have added a cheque book to.

You can post salary payment, electric bill, internet bill payment, interest received, payment to the party or payment received from the party, bank charges deduction etc.

Bank Reconciliation			Tally Batch 4.15						Ctrl + M ☒
Ledger: HDFC								1-Apr-2021 to 1-Jun-2021	
				(Reconciliation)					
Date	Particulars		Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
31-5-2021	ESS BEE Tech.		Payment	Cheque	000126	31-5-2021	2-6-2021		1,500.00
31-5-2021	IBP House		Receipt	Cheque/DD	000654	31-5-2021	2-6-2021	12,000.00	
						Balance as per company books:		21,800.00	
						Amounts not reflected in bank:		12,000.00	1,500.00
						Balance as per bank:		11,300.00	
Q: Quit		D: Delete Unlinked	D: Delete All Unlinked					Enter: Alter	Enter: Display

GOT --- Banking --- Cheque Register --- Select on 'Available Cheques' --- Enter --- You can see the list of unused cheques.

Next, we need to do the reconciliation.

To view the unreconciled cheques, move to the 'Unreconciled' Column and Enter ---- Go back to the 'Cheque Register' --- ALT + R --- Type the date in 'Bank Date' column per entry, these dates should be collected from your passbook ---- Change period if necessary (F2) ---- At the end of it, 'Balance as per bank' and 'Balance as per company book' both are to be same.

SWIFT (Society for Worldwide Interbank Financial Telecommunication) is also known as BIC (Business Identifier Codes) and as SWIFT-BIC, BIC code, SWIFT code, ISO 9362. These codes are used for international money transfer between banks.

Example of SWIFT CODE – SBININBBFXD (SBI bank of Kolkata – FXD is branch code).

What is IFSC?

The Indian Financial System Code is an alphanumeric code that facilitates electronic funds transfer in India.

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One can easily find your 11-digit alphanumeric code in your SBI cheque book. The IFSC code is printed on the lower middle side of every page in your cheque book. You can also find your IFSC code in your passbook issued by SBI bank. This code is printed on the cover of your passbook along with other details.

Opening BRS

Unreconciled Details for : SBI						
(Effective Date of Reconciliation : 1-Apr-21)						

Date	Particulars	Nature of Transaction	Transaction Type	Remarks	Debit	Credit
31-3-2021	Equity Share Capital	Deposit	Cheque/DD		20,000.00	
		Instrument No. : 45433		Instrument Date : 1-4-2021 Bank Date :		
1-2-2021	Salary	Withdrawal	Cheque			12,000.00
Cheque Range : 000111-000131		Instrument No. : 000115		Instrument Date : 1-2-2021 Bank Date :		

Balance as per Company Books:	5,00,000.00	
Amounts not reflected in Bank:	20,000.00	12,000.00
Balance as per Bank:	4,92,000.00	

At the time of new F.Y., you can reconcile the bank transactions from last F.Y. through this feature in Tally Prime.

GOT --- Banking --- Bank Reconciliation --- Opening BRS (Alt + H) ---

Here, you need to enter date of last year in 'Date' field, otherwise, it will not be accepted. You cannot pass entries with dates of last year in regular 'Vouchers' option, but you can do it here.

Enter all the unreconciled entries from last year and accept the screen and you will be tailored to the previous 'Bank Reconciliation' window.

Here, you need to provide dates of current year in 'Bank Date' column and accept it.

How to cancel a cheque?

Create a cheque book first in your bank ledger --- GOT --- Banking --- Cheque Register --- Enter in the 'Available Cheques' column --- Choose the cheque you want to cancel --- Press spacebar on the cheque --- Alter Status (Alt + S) --- Select 'Cancel Cheque' --- Give a date of cancellation and reason of it --- Accept.

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If you have cancelled a cheque by mistake, then go back to the 'Cheque Register' --- Move to the 'Cancelled Cheques' Column --- Enter --- Select the cheque by spacebar --- Alt + A --- Reuse the cancelled Cheque? --- Yes --- Accept.

How to issue a blank cheque?

Cheque Register --- Enter in the 'Available Cheques' column --- Choose the cheque you want to cancel --- Press spacebar on the cheque --- Alter Status (Alt + S) --- Blank cheque [GOT ---Alter --- Voucher Type --- Payment --- Enable zero valued transactions -- Yes] --- It opens on F5 (Payment Voucher type) --- Complete the entry and accept.

A cheque is valid for three months from the date of the cheque. So if it is a blank cheque it is valid till the date is put and three months from that date. The validity of a cheque starts from the date we put on the cheque and it is three months only.

To view every detail about any cheque --- Cheque Register --- Available Cheques --- Enter --- Quick Search (Alt + Q).

To filter the cheque list based on status, Cheque Register --- Available Cheques --- Cheque Status (F8)

To create another cheque book in your bank ledger, you do not need to come out of 'Banking' --- Cheque Register --- Alter Cheque Book (Alt + B)

Deposit Slip: Cheque deposit slip option allows the user to generate the deposit slip for payments received through cheque/DD which needs to be deposited into the bank for any particular date.

GOT --- Banking --- Deposit Slip --- Select Bank ledger --- Press spacebar on the particular receipt entry --- CTRL + P --- Fill up or change details --- Print.

Payment Advice: The payment advice option enables the user to generate payment advice for the cheques that are issued to the suppliers or other party.

GOT --- Banking --- Payment Advice --- Select the party ledger you have paid to --- Select entry --- Spacebar --- CTRL + P --- Fill up or change details --- Print.

Buy 1 Get 1 Free

Create stock items i.e. T-shirt, Cap.

If you want to sell 1 T-shirt with a free one along with it, then –

GOT --- Features (F11) --- Show More Features --- Yes --- Use separate actual and billed quantity columns in invoice --- Yes.
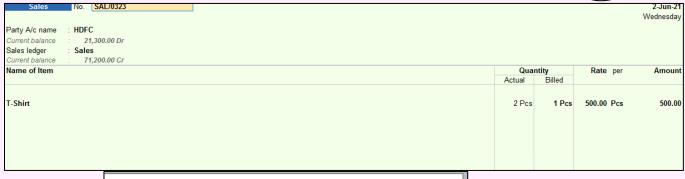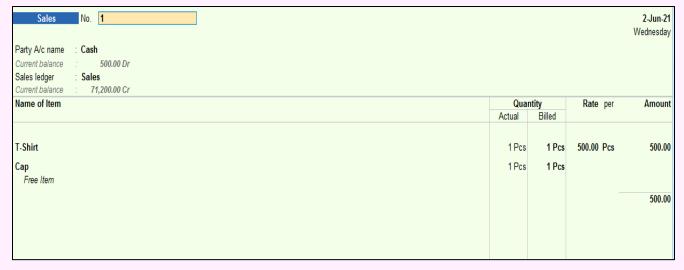
GOT --- Vouchers --- Sales (F8)

Sales	No. SAL/0323					2-Jun-21 Wednesday

Party A/c name : HDFC
Current balance : 21,300.00 Dr
Sales ledger : Sales
Current balance : 71,200.00 Cr

Name of Item	Quantity Actual	Billed	Rate per	Amount
T-Shirt	2 Pcs	1 Pcs	500.00 Pcs	500.00

Item Allocations for : T-Shirt				
Location	Quantity Actual	Billed	Rate per	Amount
Beleghata	2 Pcs	1 Pcs	500.00 Pcs	500.00

If there is a free item also, then ---

Go to (Alt + G) --- Alter Master --- Voucher Types --- Sales --- Allow zero valued transactions --- Yes --- Accept.

Vouchers --- Sales (F8) --- Configure (F12) --- Provide additional description for stock items --- Yes --- Accept.

Sales	No. 1					2-Jun-21 Wednesday

Party A/c name : Cash
Current balance : 500.00 Dr
Sales ledger : Sales
Current balance : 71,200.00 Cr

Name of Item	Quantity Actual	Billed	Rate per	Amount
T-Shirt	1 Pcs	1 Pcs	500.00 Pcs	500.00
Cap Free Item	1 Pcs	1 Pcs		
				500.00

Check print preview (CTRL + P) --- With Preview (I) --- Zoom (Alt + Z).

5

Batch

Batch details are used to identify the movement of inventory in batches of lot.

Hence, Tally.ERP9 monitors the date of manufacture, date of receipt or the date of expected time when it cannot be further used.

Q. On 1st April, 2021 purchased medicine of 500 pcs from National Pharmacy @Rs. 5 each with batch number TR/201, having manufacturing date as 1/1/2021 and expiry date as 31/12/2021.

GOT --- Features (F11) ------ Maintain batches --- Yes, Maintain expiry date for batches – Yes --- Accept

Create a stock item --- GOT --- Inventory Info --- Stock Items --- Create --- F12 (Configure) --- Use alternate units for stock items --- Yes --- Accept.

```
Name        : Calpol 650
(alias)     :


Under           : Paracetamol                    Statutory Information
Units           : Strp
Alternate units : Pcs                GST Applicable            :
  where    :        12 Pcs =   1 Strp    Set/alter GST Details    ? No
Maintain in batches       ? Yes        Type of Supply            : Goods
  Track date of manufacturing? Yes
  Use expiry dates        ? Yes        Rate of Duty (eg 5)       :




                                   Quantity    Rate  per      Value
            Opening Balance     :
```

Next, post a purchase entry on F9.

Item Allocations for : **Calpol 650**

Godown	Batch/Lot No.		Quantity	Rate	per	Amount
	Mfg Dt.	Expiry Date				
Beliaghata	TR/201		500 Strp	5.00	Strp	2,500.00
	Jan-2021	31-Dec-2021	(6,000 Pcs)			

How to check Batch Report?

GOT --- Display more reports --- Inventory Books --- Batch ---Name of Item --- Select the Item Name (Calpol 650) --- Name of Batch --- Select the batch name (TR/201)

If you want to sell stock items after expiry date, it will not be available at the Lot Number level. But, still, for some goods it is not that risky to sell an item after it is expired, so you can resolve the matter.

Vouchers --- Sales (F8) --- Use expired batches for stock items --- yes --- Accept.

Now, the lot number is there to be tracked.

Though after expiry date, items are available in Stock Summary.

And if you insist on selling expired products, then you can enable an option in Configure under sales invoice (F8) --- Use expired batches for stock items --- Yes.

Now, expired items are back for sale.

How to remove expired items?

GOT --- Vouchers --- F10 --- Show inactive --- Rejection_Out (CTRL + F5)

GOT --- Vouchers --- Rejection_Out (CTRL + F5) --- F2 --- The date should be the same as expiry date for the item (31.12.2021) --- Select National Pharmacy --- Select item name (Calpol 650) --- Select the Lot/Batch Number (TR/201) --- Type the remaining expired quantity you want to exclude (488) --- Rate will come automatically --- Accept.

Check Stock Summary.

Now, Stock Summary has removed the expired quantity.

Price Level and List

GOT --- F11 (Features) --- Enable multiple price levels --- Yes --- More Details (CTRL + I) --- Price Levels --- Type the level of your customers you are working with –

1. Manufacturers
2. Distributors
3. Wholesalers
4. Retailers
5. Consumers

--- Accept.

Now, create your Stock Items if necessary, to process Price List.

GOT --- Create --- Stock Items --- Name --- LG Monitor --- Under --- Monitors --- Unit – Pcs --- Accept.

Name --- Sony Monitor

Under --- Monitors

Unit – Pcs --- Accept.

You have to purchase the stock items first, otherwise you cannot sell them.

Now, it is time to set Price List.

GOT --- Create --- Price List (Stock Group) ---

Stock Group Name --- Select 'Monitors'

Price Level – Select 'Wholesalers'

Applicable From --- 1.4.2021

Price List					Vrinda-Vishal-Paromita
Under Group	: Monitors				
Price Level : Wholesalers		Applicable From:	1-Apr-21		

S.No.	Particulars	Quantities		Rate	Disc. %
		From:	Less than		(if any)
1.	Lg Monitor				
			10 Pcs	1,700.00/Pcs	5 %
		10 Pcs	20 Pcs	1,550.00/Pcs	10 %
		20 Pcs		1,600.00/Pcs	15 %
2.	Sony Monitor				
			6 Pcs	2,500.00/Pcs	3 %
		6 Pcs	12 Pcs	2,400.00/Pcs	2 %
		12 Pcs		2,000.00/Pcs	3 %

--- Accept.

Do the same steps for other Price Level too.

Create a customer ledger.

GOT --- Create --- Ledgers ---

Name --- Datson Traders

Under --- Sundry Debtors

Maintain balances bill-by-bill --- Yes --- CTRL + I (More Details) --- Price level applicability --- Enter on it --- Select a price level.

--- Accept the ledger.

Now, it is time for sale.

GOT --- Vouchers --- Sales (F8) --- F11 (Features) --- Use discount column in invoices --- Yes --- Accept.

After mentioning quantity rate and discount will be automatically specified.

But, there you can face a problem because the rates and discounts which come up automatically cannot be changed by user, to make it possible, go to Configure (F12) under sales invoice (F8) --- Modify all fields during voucher entry --- Yes --- Accept.

--- Accept.

						Friday
Party A/c name : Datson Traders			Price Level	: Wholesalers		
Current balance : 37,908.00 Dr						
Sales ledger : Sales						
Current balance : 37,908.00 Cr						
Name of Item			Quantity	Rate per	Disc %	Amount
Lg Monitor			12 Pcs	1,550.00 Pcs	10 %	16,740.00
Sony Monitor			9 Pcs	2,400.00 Pcs	2 %	21,168.00
						37,908.00

How to revise price list?

GOT --- Alter --- Price List (Stock Group)

--- Select your group --- Change date --- Revise Price (Alt + R)

--- Enter --- Enter --- All the rates and discount are revised.

E-MAIL

GOT --- EMAIL (ALT + M) --- Configuration ---

Show More --- Show CC --- Yes --- Show BCC --- Yes --- Pre-defined messages --- Enter --- Create --- Type the message name and mail body. See the picture below ---

Accept and come out of the screen.

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Pre-defined E-mail profile ---

Create --- Type the E-mail account of your company. You can add more than 1 ID.

Accept and come out of the screen.

Show additional details for Recipient E-mail ID --- Yes.

Come out of the Configuration screen.

Minimize Tally Screen --- Open your Gmail Account.

Click on Google Apps --- Account --- New window opens --- Security --- Scroll down the screen --- By default, it is kept 'NO' – Click on 'Turn on access (not recommended)' --- Allow less secure apps --- OFF --- Set it to 'ON' --- It will be auto-saved, do not worry about it.

Close Google --- Maximize Tally Prime --- Post a sales entry or open any previous one from Day Book --- Email (ALT + M) ---- Current (CTRL + M) ---

E-mail from contains the company E-mail ID.

E-mail to --- Select 'New Address' or 'Multiple Address' to type the mail ID of recipient or recipients.

To add E-mail message, press ALT + S --- Add mail body you have saved previously.

Accept the screen.

To change configure, press C where you can change the file format --- Accept it after change.

Send E-mail (M).

COMPOUND UNIT

GOT – INVENTORY INFO – UNITS OF MEASURE – CREATE – TYPE – SIMPLE

 SYMBOL – PCS

NUMBER OF DECIMAL PLACES – 0 – YES.

TYPE – SIMPLE

SYMBOL – PAC

NUMBER OF DECIMAL PLACES – 0 – YES.

PRESS BACKSPACE – TYPE – COMPOUND

FIRST UNIT – SELECT 'PAC', CONVERSION OF – 15, SECOND UNIT – SELECT 'Pcs' – OK.

GO TO ITEM CREATION –

CREATE – STOCK ITEMS – CREATE – NAME – GEL PEN

UNDER – WRITING GOODS

UNITS – SELECT 'PAC OF 15 PCS'

INPUT SOME OPENING QTY – 25-0 PAC – ACCEPT

NEXT, POST SOME SALES ENTRIES.

GOT – ACCOUNTING VOUCHERS – F8 –

I WANT TO POST SOME CASH SALES ENTRIES THAT IS WHY I DO NOT NEED ANY PARTY LEDGER (CUSTOMER).

PARTY A/C NAME – CASH

SALES LEDGER – SELECT SALES LEDGER

NAME OF ITEM

GEL PEN

THERE CAN BE 3 PROBABILITIES OF USING COMPOUND UNIT.

7-0 – IT MEANS 7 FULL PACKETS.

0-5 – IT MEANS 5 LOOSE PENS.

4-6 – IT MEANS 4 FULL PACKETS AND 6 SINGLE PIECES.

STOCK SUMMARY REPORT – GOT – REPORTS – STOCK SUMMARY – ALT + F1 – TO CHECK GODWON, PRESS F12 – EXPAND ALL LEVELS IN DETAILED FORMAT – YES.

AUTO – BILL NUMBERING:

Got – Accounts Info / Inventory Info – Voucher Types – Alter – Select Sales – Use Advanced Configuration – Yes

Starting Number – 1

Width of Numerical Part – 3

Prefill With Zero – Yes

RESTART NUMBERING		PREFIX DETAILS			SUFFIX DETAILS	
1.4.20	1	MONTHLY	1.4.20	SMS/SAL/	1.4.20	/20-21

-- ACCEPT.

TO TAKE A PRINT OUT– PRESS ALT + P

FOR PREVIEW – ALT+ I

ZOOM – ALT + Z

How to add a company logo to the printed or exported or E-mailed invoices?

You have to create a logo in MSPAINT or Photoshop --- Resize the file by 96 pixel in width and 80 pixel in height --- Save the file in bitmap image or JPEG format.

Go to the location of the saved file --- Right click on it --- Properties --- Security --- Copy the entire path of the file.

Open Tally Prime --- GOT --- ALT + P --- Configuration --- Include company logo (applicable to Print/Export/Email) --- Yes--- Include company logo (applicable to Print/Export/Email) --- Yes --- Image File Name --- Paste the file path in here by pressing CTRL + V --- Accept the screen.

Post a sales entry --- CTRL + P --- Preview (I) --- See the effect.