

SWASTICK YOUTH COMPUTER TRAINING CENTRE

(A Government of West Bengal Initiative Under the Directorate of Youth Services)

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S),

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

DFAS-S2

COST CENTRE

Tally Prime refers to an organizational unit to which **costs** or **expenses** can be allocated during transactions while the **cost** category is used to accumulate **costs** or profits for parallel sets to **Cost Centres**.

GOT – Features (F11) --- Show more features --- Yes – Maintain Cost Centers – Yes --CTRL + A.

2/4/2021 – Stationery expenses is paid @780 by cash. Allocate 580/- for printing paper and 200/- for marker pen.

Supposedly, your company has 2 branches and 3 departments i.e. Kolkata, Delhi and Accounts, Marketing, Administration. You need to post transactions along with these units.

1.7.2021 – Travelling allowances is paid @1500 for Kolkata Branch, Marketing Department.

2.7.2021 – Salary paid to following units –

15000 to Kolkata Branch, Accounts Department.

25500 to Kolkata Branch, Marketing Department.

20000 to Kolkata Branch, Administration Department.

31.7.2021 – Furniture purchased @22000 for Delhi Branch, Marketing Department.

1.8.2021 – Computer purchased @49550 for Delhi Branch, Accounts Department.

GOT – Create --- Show More --- Cost Category

Cost Category Alteration	
Name	: Branches
(alias)	:
Allocate Revenue Items	: Yes
Allocate Non-revenue items	: Yes

GOT – Create – Cost Centers

Cost Centre Alteration	
Category	: Branches
Name	: Kolkata
(alias)	:
Under	: ♦ Primary

When you are needed to post an entry with cost center and category, make sure you have enabled the option in the ledger.

GOT --- Create --- Ledgers --- Name --- Travelling Allowances --- Under --- Indirect Expenses --- More Details (CTRL + I) --- Show More --- "Cost centers are applicable – Yes" --- Accept.

Post a payment entry.

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Accounting Voucher Alteration (Secondary)		Tally@12.00	
Payment No. 3		2-Jul-21 Friday	
Particulars		Debit	Credit
Dr Salary		60,500.00	
<i>Cur Bal: 60,500.00 Dr</i>			
Branches			
Kolkata	60,500.00 Dr		
Departments			
Accounts	15,000.00 Dr		
Marketing	25,500.00 Dr		
Administration	20,000.00 Dr		
Cr Cash			60,500.00
<i>Cur Bal: 1,680.00 Dr</i>			

How to check cost centers report:

GOT – Display More Reports – Statements of Accounts – Cost Centers –

Gateway of Tally
Display More Reports
Statements of Accounts

Cost Centres
Category Summary
COst Centre Break-up
Ledger Break-up
Group Break-up
Quit

Your company wants to bear training expenses for two of their employees and to meet that purpose it has allocated 10000 in total. But the employees i.e. Amit, Ranjan will get 45% and 55% of it respectively.

GOT --- Create --- More Options --- Cost Center Class ---

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Cost Centre Classes

Name: Tally@12.00

Class Name

Training Expenses

Employees

Amit 45 %

Ranjan 55 %

GOT --- Vouchers --- Payment (F5) --- Configure (F12) --- Select Cost Center Class --- Yes

Particulars	Debit	Credit
Dr Training Expenses <i>Cur Bal: 10,000.00 Dr</i>	10,000.00	
Cr Cash <i>Cur Bal: 8,320.00 Cr</i>		10,000.00

Payment No. 6 1-Aug-21 Sunday
Cost Centre Class : Training Expenses

Company paid Rs. 65000 through SBI for advertisement.

Poster		1500
Leaflets		1000
News Paper	Times of India	10000
	Anandabazaar	12000
	Telegraph	18000
Websites		4000
Banner		5000
News Channel	BBC News	8000
	ABP Ananda	5500