SWASTICK YOUTH COMPUTER TRAINING CENTRE

(A Government of West Bengal Initative 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 – Crea	te Show More Co	st Category	
Cost Categ	ory Alteration		
Name (alias)	Branches		
Allocate Revenue Items		: Yes	
Allocate Non-revenue items		: Yes	
	te – Cost Centers e Alteration		
Category	: Branches		
Name (alias)	: Kolkata		
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.

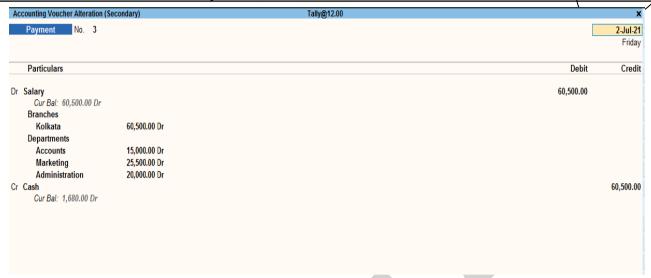
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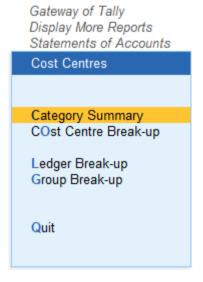
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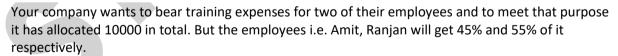
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How to check cost centers report:

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





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

Company paid Rs. 65000 through SBI for advertisement.

Poster			1500
Leaflets			1000
	Times of India	10000	40000
News Paper	Anandabazaar	12000	
	Telegraph	18000	
Websites			4000
Banner			5000
News Channel	BBC News	8000	13500
News Channel	ABP Ananda	5500	