

IMPORT EXPORT

आपला **Data** Tally Soft मधून Delete झाला असेल तो आपल्याला Recover करायचा असेल तर त्यासाठी Import & Export चा वापर करावा लागतो.

✓ त्यासाठी अगोदर आपल्या Data Export करून ठेवावा लागतो.

Create Company

Ledgers -

Voucher Entry

Journal Entries

- 1) Mr. Sagar Started A Business With cash Rs.25000/-
- 2) Deposited Into The Bank Cash Rs. 5000/-
- 3) Purchase Goods For Cash Rs.10000
- 4) Sold Goods For Cash Rs.15000
- 5) Purchase Goods From Surya Rs.5000/- On Credit

Day Book Select all Entry

Short Cut Key - Ctrl + Space (Select All Entry)

Export Short - Press Alt + E : Backspace

Language : Default (all language)

Format : .Xml

Export Location

Output File Name : any.xml

Open Exported Folder : Yes

Format : Condensed

Enter

Select Voucher to Show – All Voucher

.....Wait...&Back.

Alt + D – Delete (All Entry)

Esc

- ✓ Gateway Of Tally
- ✓ Utilities
- ✓ Import Data
- ✓ Masters
- ✓ Name Of File to be Imported (xml)
- ✓ Type Name – Any .xml

Treatment of Entries already existing - Combine Opening Balance

Enter

End.

BRS - (Bank Reconciliation Statement)

समजा आपला Business आहे कोणत्याही Business मध्ये Cheque Paid किंवा Received होत असतात समजा आपण एखादा cheque paid केला तर तो cheque bank आजच्या दिवशी approved करत नाही किंवा आपल्या Business ला एखादा cheque Received झाला तर आजच्या दिवशी Bank Approved करत नाही,परंतु आपल्या Bank Balance Company Account Book नुसार तो आपल्याला मॅच करावा लागतो त्यासाठी आपण BRS चा Use करतो.

Create Company**Ledgers –****I. Bank A/c****Fill the bank account details**

A/c Holder Name –

A/c No. – Min.11 Max .16

IFSC Code – ASDF000123

Bank Name –

Branch –

Enter Accept**Bank Configuration**

- ✓ Alter Cheque books ? Yes
- ✓ Check Range of Bank A/c

From Number

000001

To Number

000032

No Of Cheques

32

Name Of Cheque Book

Madhav

6 Digit Cheque No.

Enter Accept**Opening Balance****Ex : 50,000 Dr.****Enter Accept**

II. Rajesh Info Tech .	Sundry Debtor
III. Yash Pvt Ltd	Sundry Debtor
IV. Suyesh Pvt Ltd	Sundry Creditor

Journal Entries**(F2) Change Date – 1-4-2024****1) Received Cheque From Rajesh Infotech Rs. 50,000****(F2) Change Date – 2-4-2024****2) Received Cheque From Yash Pvt Ltd Rs. 25,000****(F2) Change Date – 1-4-2024****3) Issued Cheque to suyesh Pvt Ltd Rs. 15,000**

- ✓ **Entry करते वेळेस Method Of Adj. On Account घ्यावे। कारण Cheque ने Payment आसल्यामुळे.**

Bank Allocation For : Bank A/c**Inst. No. Instrument No. Cheque No. : Ex. 000003****Esc**

Check - Method : 1

- ✓ Go To Utilities
- ✓ Banking
- ✓ Bank Reconciliation
- ✓ Select Bank Account.

Check - Method : 2

- ✓ Go To Report
- ✓ Display
- ✓ Accounts Book
- ✓ Cash/Bank book (s) – 3 Time
- ✓ Enter Press Short Key **(F5)**
- ✓ Reconcile

End.

Functions Of Banking Options

Cheque Printing

आपल्या बँक मधून किती Cheques Issue झालेत (Paid) झालेत ते आपण Cheque Printing मधून Check करू शकतो.

Cheque Register

Cheque Register मध्ये आपल्याकडे किती Cheques होते किती बाकी आहेत हे show करते.

Bank Reconciliation

-

Cheque Deposit Slip

जर आपल्याला कोणी Cheque दिला असेल तर ते cheque Deposit मध्ये दिसते.

Cash Deposit Slip

जर आपण Bank मध्ये Cash Deposit केले असतील तर ते इथे Show होते.

Payment Advice

Payment Advice मध्ये Bank सोडून इतर Ledgers सोबतचे Bank चे Transaction आपण बघू शकतो.

Post- Dated Summary

जर Bank Reconcile मध्ये Cheque Reconcile (Received / issue) झाले नसतील तर ते इथे Show होते.

TCS – Tax Collected At Source

TCS म्हणजे माल विक्रीच्या वेळी Seller ने Customer कडून त्या मालावरती घेतलेला Tax म्हणजे TCS.

WITH GST

Steps For TCS

- ✓ Create Company
- ✓ Press F11
- ✓ Company Features
- ✓ Statutory & Taxation

Enable Goods & Service Tax (GST)	:	Yes
Set/Alter Gst Details	:	Yes
GST No.	:	27 asdfg 1234 a 2 z5
Enable Tax Collected At Source (TCS)	:	Yes
Set / Alter TCS Details	:	Yes
TAN Registration No.	:	8 Digit – 1234578
TAN No.	:	asdf 12345 a

Ctrl + A Accept

- ✓ Go To The
- ✓ Gate Way Of Tally
- ✓ Accounts Info
- ✓ Create Ledgers

1. Sales A/c	-	Section 20c
Car Gst	-	28%
CGST	-	14%
SGST	-	14%

2. CGST

3. SGST

4. TCS

5. Shiv Costomer - Sundry Debtors
Buyer / Lessee Type - Individual/Huf-Resident

Ctrl + A

Accept

✓ Gateway Of Tally

✓ **Inventory Info**

Stock Group : Showroom
Unit : PCS (Pieces)
Stock Item : Mahindra Thar

Gate Way Of Tally
Accounting Voucher
F8 (Sales)

Party A/c No : Shiv Customer
Ledger : Sales A/c

Car >
Cgst>
Sgst>
Tcs >

How To View Report?

✓ Display
✓ Statutory Reports

- ✓Tcs Reports
- ✓Tcs Outstanding

How To Pay Tcs?

- ✓Gateway Of Tally
- ✓Accounting Voucher
- ✓Payment Voucher
- ✓Press Alt + S (Select Payment)
- ✓Select Tcs

Entry Tcs : Amt

Ctrl + A : Accept

AUDITING

जे Accountant असतात त्यांच Record Check करण्यासाठी Auditor असतो आणि Admin.

Steps For Auditing

- ✓ Create a Company
- ✓ Security Control
- ✓ Use Security Control : Yes
- ✓ Name Of Administrator : SHOBHA
- ✓ Password : 1234
- ✓ Use Tally Audit Features : Yes

Accept Ctrl + A

- ✓ Open Company
- ✓ Login User & Password

Accountant चे User & Password Create करण्यासाठी.

- ✓ Alt + F3
- ✓ Security Control
- ✓ User & Passwords

Security Level : Data Entry

❖ 2 Accountant User Name & Password

Accept Ctrl + A

ESC

✓ Security Control

✓ Types Of Security

❖ इथे यायच आधीकर (Authority) देण्यासाठी.

- ✓ Security Levels : Data Entry
- ✓ Security Levels Full Access : Audit Listings
- ✓ Enter
- ✓ Next Side
- ✓ Create/Alter
- ✓ Accounts Master

Ctrl + A Accept

Ctrl + A Accept

Esc Back

- ✓ Company Shut
- ✓ Alt + F1
- ✓ Select Company
- ✓ Login
- ✓ Username & Password
- ✓ 1st Accountant Login
- ✓ Ledgers & Voucher 10 Entry

Journal Entries

1. Mr.Sagar Started A Business With Cash Rs. 27,500/-

2. Deposited Into the Bank Cash Rs.4,700/-
3. Purchase Goods For Cash Rs 11,000/-
4. Sales Goods For Cash Rs.18,000/-
5. Purchase Goods From Surya Rs.9,000/-
6. Sales Goods To Yash Rs.7,000/-
7. Paid Cash to Surya Rs.14,00/-
8. Received Cash From Yash Rs. 8,800/-
9. Paid Salary Rs.4,500/-By Cheque
10. Withdrawal From Bank Rs. 4,700/-

✓ 2nd Accountant Login

✓ Ledgers & Voucher 10 Entry

✓ Journal Entries

1. Mr.Nitin Commenced Business With Cash Rs.23,000/-
2. He Opened Account With Cash Bank By Cash Rs.6,000/-
3. Purchase Goods On Credit From Swapnil Rs.2,500/-
4. Purchase Machinery For Cash Rs.4,000/-
5. Withdraw From Bank Rs.5,000
6. Sales Goods For Cash Rs.4,000
7. Paid Rent Of April Rs.100
8. Paid Salary Rs 350/-
9. Paid Telephone Charges Rs. 360/-
10. Deposit Into The Bank Rs.1000/-

○ Main Users Login User & Password

- ✓ Check Entry
- ✓ Display
- ✓ Statement Of Accounts
- ✓ Tally Audit
- ✓ Users
- ✓ Enter & Open Entry
- ✓ Correct Entry Press Short Key
- ✓ (F7) Accept ones
- ✓ प्रतेक Entry Check करायची.
- ✓ ती Entry Audit करायची.
- ✓ ESC
- ✓ Audit & Compliance
- ✓ Audit & Analysis
- ✓ Verification Of Vouchers
- ✓ Enter
- ✓ Open Entry Press Ctrl + Enter
- ✓ Audited
- ✓ Audit Note

Accept Ctrl + A

End.

SHOBHA COMPUTER