

TALLY

⇒ [Krs rhu Adlj ds gkrs gA]

- 1-Q fDrxr [Krk
- 2-oLrqr [Krk
- 3-ule&ek= [Krk&gltu [Krk&gltu

- 1 Q fDrxr [Krk&Q fDr dk ule]l rFlk dk ule]QeZ dk ule]o c&l dk ule]i & h rFlk vlgj. k vln dk ule vhus ij og [Krk Q fDrxr [Krk dgykrk gA
- 2 oLrqr [Krk&eky]oLrj]kdM]Qul]j vln dk ule vhus ij og [Krk oLrqr [Krk dgykrk gA
- 3 ykk gltu [Krk&fc]k hdeli kuj; kt jely HMM]c] h et nythoru vln dk ule vhus ij og [Krk ykk&gltu [Krk dgykrk gA

⇒ Journal Entry ds fu; e

Q fDrxr [Krs ds fu; e

- 1- i kusokys Q fDr dks Debit fd; k t krk gA
- 2- nusokys Q fDr dks Credit fd; k t krk gA

oLrqr [Krs ds fu; e

- 1- Q ki lj e& vhusokyh oLrq dks Debit fd; k t krk gA
- 2- Q ki lj e& t kusokyh oLrq dks Credit fd; k t krk gA

ykk gltu [Krs ds fu; e

- 1- l eLr [lp]o gltu; k dks Debit fd; k t krk gA
- 2- l eLr ykk o vk; dks Credit fd; k t krk gA

⇒ [Krk dk i fjp;

⇒ Q ki lj e& Lokh dk i& h [Krk& Q ki lj dk Lokh t c i& h yxkrk gA rc ml dh i& h dk y&lk djus ds fy, Q ki lj ds Lokh dk i& h [Krk [Krk gA Q ki lj dks Lokh l s vyx j [k t krk gA ; s i& h [Krk Q fDrxr [Krk dgykrk gA

⇒ Q ki lj ds Lokh dk vlgj. k [Krk& t c Q ki lj dk Lokh vius fut h A; kx grw Q ki lj l s eky ; k udn jk k fudkyrk g rks bl ds fy, i & r dks e& vlgj. k [Krk [Krk t krk gA ; s Hh [Krk Q fDrxr [Krk dgykrk gA

↪ eky [krk&Q ki kjh ft 1 oLrqeaQ ki kj djrk gSml seky dgrsga ; g , d okLrfod %Lrqr%[krk ga

↪ cIk ; k NY& t c dkbZQ ki kjh vius xg dks l s ml oLrqdk ijik eW; u yxj de eW; yrk ga rks ml s NY ; k dVkrh dgrsgs; snks Adlj dh gkrh ga

1-Q ki kjd NY Trade Discount ½

2-udn NY Cash Discount ½

★ Q ki kjd NY&Q ki kjh ds } jik vius foQ; c<kus ds fy, t ks cIk in; k t krk ga ml s Q ki kjh cIk dgrsga fHlU&fHlU Q ki kj; ks ds fy, bl dh nj vyx&vyx gkrh ga ; g cIk foQ; eW; ij fu'pr Afr'r dh nj l s in; k t krk ga bl dk yfkk i fr dks eaugh djrs ga bl l s foQ; dh jk'k de gk t krh ga mlgj. ke jke dks 10/1000 # dk eky cpk ml s 3 Afr'kr Q ki kjd NY Anku dh bl ysu&nsu ea 10/1000 : ea l a 300 # ?Wk nax rFlk 4700 # dk yfkk fd; k t k; xkl

★ udn NY& ; g cIk Q ki kjh } jik nsmjls l a 'Wle Hxrku Aktr djus ds fy, bl dk yfkk i fr dks ea fy / k t krk ga bl h Adlj vxj Q ki kjh vius ysunji dks l e; l s iqlE Hxrku djrk gS rks udn cIk Aktr djrk ga vxj Q ki kjh udn cIk Aktr djrk gS rks Q ki kj ds fy, yfkk o udn cIk nrk gars Q ki kj ds fy, ghu ga ; g ule &ek= dk [krk ga

↪ Mor . k& t c fdl h Q ki kjh dk nsmj inokfy; k gk t krk gS vlf t ks jk'k Aktr ugh gkrh gS ml s Mor . k dgrsgs; g Q ki kjh ds fy, ghu gS t ks jk'k Aktr ugh gkrh ml s jk'k l s Mor . k [krs dks **Debit** djax vlf nsmj ds Q fDrxr [krs dks **Credit** djax Mor . k [krk uleek= dk [krk ga

↪ Q ogly [Transition] :- nks i fka ds clp eaghus okhs yu&nsu dks Q ogly dgrsga , d i fkr Ork o nd jk i fkr foOrk gkrk ga Q ogly fuEu Adlj ds gkrsga

★ udn ds Q ogly& ft u Q oglys ea fuEufy fkr 'kn vkrsgS os udn Q ogly dgykrsgS t S & udn Aktr fd; W palk k x; k ; k fdl h Q fDr ; k l rFlk dk ule Q ogly ea ule ugh ghd t S & 1-fdj; k palk k 2-deli'ku Aktr fd; k 3-eky cpk

★ mWj ds Q ogly& ft u Q oglys ea udn palk k x; W Aktr fd; k x; W'kn ugh vkrsgS i j l r q fdl h Q fDr l rFlk ; k dE u h dk ule vkrk gk ml g mWj ds Q ogly dgykrsgS t S & Q u l j eky d l s Q u l j j [kj h k l

↪ felJr Afof V; k& i q Zi "Bl ea ft u tujy Afof V; k dh foopuk dh xbZ gS mues nks [krs gh AHWor gg gS rFlk nd js dks t ek fd; k x; k ga , d h Afof V; k l kkl; tujy Afof V; k dgykrh ga ; in fdl h Q ogly ea nks l s vf/kd [krs ule rFlk t ek gkrsgS rks , d h Afof V; k felJr Afof V; k dgykrh ga felJr Afof V; k fuEufy fkr i f j l rFlk; k ea dh t krh ga

★ t c , d gh inu ea , d l s vf/kd Q ogly Q ki kj ea , d s gg gk ft uea , d [krk rks l eku #i l s ule ; k t ek % AHWor gkrk gS rFlk nd jk [krk vyx&vyx AHWor gkrk gS rks l e; dh cpr djus ds fy, felJr Afof V; k

dj nh t krh gā

☞ *ely [ljlnk*

jle 1s500 # dk elgu 1s1500 # dk vlf jgte 1s2000 # dk ely [ljlnk

Purchase a/c Dr.	4000	
To Ram's a/c		500
To Rahim' a/c		1500
To Rahim's a/c		2000

☞ *ely cpk*

fochl dls1500 # dhjgy dls2500 # dk rfh foocl dls3000 # dk ely cpk

Vikash a/c Dr.	1500	
Rahul a/c Dr.	2500	
Vivek a/c Dr.	3000	
To sales a/c		7000

★ *, 1s0 ogly ft uea2 1s vfkcl fhu Adfr ds [Mrs AMor gks rls Hh fel Jr Afof Vh dh t krh gā t S &*

☞ *jle dls i wZ Hxru ea 450 # pqlk s; k jle dls 450 # pqlk sr fkl 50 # cĭk Aĭr fd; k*

Ram's a/c Dr.	500	
To Cash a/c		450
To Discount Rec. a/c		50

☞ *fochl fnokfy; k gks x; k ml 1s1 # ea 60 i S sgh Aĭr gqs; k fochl fnokfy; k gks t kus ds dĭj. k ml 1s900 # gh Aĭr gqā 'kĭk 600 # Mr x; s*

Cash a/c Dr.	500	
Bad Debts a/c Dr.	600	
To Vikash's a/c		1500

☞ *jkt ql s i wZ Hxru ea 2250 # Aĭr gqs A; k jkt wl s 2250 # Aĭr gq o ml s 250 # dk cĭk fn; k*

Cash a/c Dr.	2250	
Discont Allowed a/c Dr.	250	
To Raju's a/c		2500

☞ *ely nku ea fn; k; ; fn nku jkclM- ea fn; k t krk gā rls nku ea nh t kus okyh jk'k nku [Mrs ds ule dj jkclM- [Mrs ea t ek dh t krh gā i jlrqt c ely nku ea fn; k t krk gā rls; g Q ki kj dh fcdh ugh gā vr% bl ely ij ykk ugh fy; k t krk gā vlf budk eq; kolu Ø; eq; ea fd; k t krk gā vr% fo Ø; [krk ØMV ugha dĭj ds Ø; [Mrs dls ØMV fd; k t k s k bl izdĭj [ljlnk x; k ely de gls t krk gā ml dh i fo Vh fu fufy [kr dh t krh gā*

Charity a/c Dr.	2000	
To purchase a/c		500
To cash a/c		1500

☞ *fuf t iz lx ds fy; s: - ; k ely fudkyuk % Q ki kj ds Lokh dls fuf t iz lx ds fy; s ely; k: - fudkyrk gā rls ml vlgj. k (drawing) dgk t krk gā*

Drawing a/c Dr.	2500	
To Cash a/c		1500
To Purchase a/c		1000

↪ eky pljh gkst luk ; k vL i zlj l sgkue t c dlbZQ kiljh ; k depljh ; k Q fDr Q kilj l seky pjrk yrk gA vFlOk eky dh fdl h vL i zlj l sgkue gkrh gA vFlOk Q kilj eae ky de gkst lrk gA ; g fcOh ugh gA vr% , l s Q ogly l s i ffor gkus okys [krs pljh@vkr@ck+l sgkue [krk gA vr% bl dh i fo "Vh fuFu gkxh

Loss by Fire /any loss a/c Dr. 500
 or
 Loss by thief a/c Dr. 500
 To purchase a/c 500

★ vxj eky dk cek djok; k x; k gk

☞ eky vkr }lj k u"V gkus ij&
 Loss by Fire a/c Dr. 5000
 To purchase a/c 5000
 ☞ cek dEi uh }lj k nok Loklj djus ij
 Insurance Company a/c Dr. 5000
 To loss by fire a/c 5000
 ☞ cek dEi uh l s jk" k Akr gkus ij&
 Cash/bank a/c Dr. 5000
 To insurance company a/c 5000
 ☞ ; fn cek dEi uh l s de jk" k feyus ij&
 Profit & loss a/c Dr. ----
 To loss by fire a/c ---

↪ eky dls efr ueus ds : i eackluk & Q kilj dls c<kus ds fy, Q kiljh vi useky dls efr ueus ds # i eackruk gsrks bl seky dh fcOh ugh ekusa ; seky Ø: eal s gh de gsk Avr% Ø: [krs dls tek vlf efr ueus ; k fo klu u [krs dls uke fd; k t k; sk bl dh Afof"V fuFu Adlj l s dh t k; sh A

Free sample /advertisement a/c Dr.
 To purchase a/c

↪ fcOh dj & t c Q kiljh eky [lj hrk gsrks fcOh dj nrk gsvlf eky cprk gsrks fcOh dj nrk gsrks bl dh vyx l s Afof"V ugh dh t krh gA clyd Ø: efr; ogh jk" k gsk t k dj dls t k kus ds i 'pkr vkr k gA bl dh Afof"V fuFu mnlgj. k l s Lk"V gk t k; sh A jes'k l s 5000 # dk eky [lj nk ft l ij ml us 5% fcOh dj vrfj Dr yxk A

Purchase a/c Dr 5250
 To ramesh a/c 5220

t c Q kiljh eky cprk gsrks fcOh dj dls vyx [krs fn [k; k t krk gA D: kcd fcOh dj dh jk" k l jdljh [k kus est ek dj kuh gkrh gA vr% fcOh dj Q fDrxr [krk gA bl dh Afof"V fuFu mnlgj. k l s Lk"V gA

mnlgj. k& jk" u dls 5000 # dk eky cprk ft l ij 5% fcOh dj yxk A
 rajan a/c Dr. 5250

To sales a/c 5000
 To sales tax a/c 250

↪ Q kilj d c l k i wZ ea Q kilj d c l s ds chs ea crk; k t k pqlk gA Q kilj d c l s dh vyx l s i fo "Vh ugh djrs gSi jlrqfcOh dh jk" k eal s ?kldj i fo"V djrs gA ; g fuFu mnlgj. k l s Li "V gA

mnlgj. k %jesk dls 5000 : dk eky cpk rFlk 10% Q ki kfjd Ny nla

Ramesh a/c Dr. 4500
To sales a/c 4500

↪ *jkl³ ; k udn c1k² udn c1sdh i foV Q ki kjh viusi f rdl e d j s k l a*
t s & jeskusml eans 4500 : 5% udn Ny dj udn Harku fd; k; k jesk l si n Z
Harku ea 4275 : i hr fd; s; k jesk l si hr gq 4275 : Ny nh 225 : A

Cash a/c dr. 4275
Discount allowed a/c Dr. 225
To Ramesh a/c 4500

↪ *Mor . k & xgd dsfnokfy; k gk t kusij t k j k k nankj l si hr ugh gk h*
g d ml j k k d k Mor . k dgrsg d ; s Q ki kj dsfy, g k fu g d , i h n k e a Mor . k
[krs dsule d j s d v l f t k j k k i hr g l o x h m l l s j k l ³ / k r s d s u l e d j s s v l f
nankj ds / k r s d l s t e k d j s d ; s f u l u m n l g j . k l s L i " V g d m n l g j . k e e l g u l s 1 0 0 0
: c d k ; k F l a o s f n o k f y ; k g k x ; k m l s f l Q Z 6 0 % j k k i h r g k x b d

Cash a/c Dr. 600
Bad Debts a/c Dr. 400
To Mohan's a/c 1000

↪ *Mor . k i q % i h r g k u s i j & d h k d h x g d l s Mor . k o k i l i h r g k s*
t h r k g d , i h i f l l k r h e a x g d d s / k r s d l s t e k u g h d j s d ; l e d m l d k / k r k
i g y g h c l h g k p a k g d ; g Q ki kj dsfy, y k k g s v r % Mor . k i q % i h r [k r s d l s
t e k d j s d v l f j k l ³ / k r s d s u l e d j s d t k s f u l u m n l g j . k l s L i " V g l o x d

Cash a/c Dr. 500
To Bad debts recovered a/c 500

csl l Ec/Wh Q ogkj

☞ *csl eaplyq / k r k [k y u s o : - t e k d j o k u s i j f u l u f y f / k r A f o f " V h d h t k s l a*

Bank a/c Dr.
To cash a/c

☞ *csl l s Q ki kj g r q j k k f u d k y u s i j &*

Cash a/c Dr.
To Bank a/c

☞ *csl l s f u t h A ; k x d s g r q j k k f u d k y u s i j*

Drawing a/c Dr.
To Bank a/c

☞ *eky Ø; d j u s i j p e l l s H a r k u d j u s i j*

Purchase a/c Dr.
To Bank a/c

☞ *f d l h Q f d r @ Q k e @ l A F l k d k p e l } j k H a r k u d j u s*

Receiver's Party a/c Dr.
To Bank a/c

☞ *f d l h / k p z g r q p e l l s H a r k u d j u s i j*

Expensive a/c Dr.

To Bank a/c

☞ *fdl h l Eifr dsØ; djusij pñl }lyk Hærlu djus*

Assets a/c Dr.

To Bank a/c

pñl iñr gñusij dh t kusokyh i fof V; ka%

☞ *; fn pñl ft l fnu iñr gñk ok ml h fnu cñl [krk eat ek djk fn; k t krk gñrks*

Bank a/c Dr.

To personal a/c

☞ *; fn pñl dñs ml h fnu t ek ugha djok; k t krk gñrks*

Cash a/c Dr.

To Personal a/c

☞ *vxj pñl dñs vl; fnu cñl eat ek djkusij*

Bank a/c Dr.

To cash a/c

☞ *cñl }lyk cñl pñt Zysusij*

Bank Charges a/c Dr.

To Bank a/c

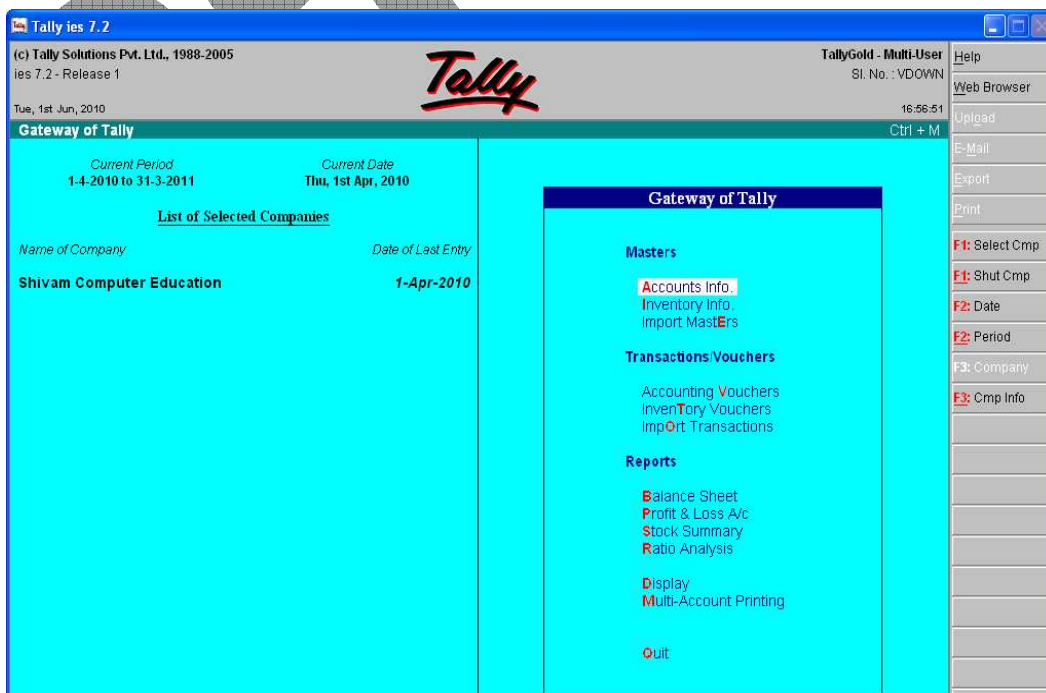
☞ *pñl jnñ gñusij*

Personal a/c Dr.

To Bank a/c

Gateway of Tally

t c ge Tally dkopen djrs gñrks eq; Løhu fn [hñZnrh gñml sTally dk eq; Hñx dgk t krk gñbl sgh Gateway of Tally dgrsgñ



company creat *djukk* Company Create *djus dsfy*, company information menu *dk* use *gkrk gSt k dh Alt F3* / sopen *gkrk gA ubZ dEi uh cukus dsfy*, *bl* Menu *ds* create option *l sub* Company *cukbZt krh gA*



Option company information

- i) select *bl* option *ds} jk dEi uh dks* select *fd; k t k l drk gA*
- ii) Shut company *bl* option *ds} jk dEi uh dks cth fd; k t k l drk gA*
- iii) create *bl* option *ds} jk ubZ dEi uh dk fuekZk fd; k t k l drk gA*
- iv) Alter *bl* option *ds} jk cukbZxbZ dEi uh dks* change *fd; k t k l drk gA*
- (v) Split Company Data :- *dEi uh ds MVk dks rWus dsfy; sbl* Option *dk iz lx fd; k t krk gA*
- (vi) Backup :- company *ds* data *dk* backup cd, floppy ; *kmy* computer *ds* *fdl h vt; Hlx ea yus dsfy; sbl* option *dk iz lx fd; k t krk gA*
- (vii) Restore :- backup *fd; sx; sdata* *dk* tally *ea* open *djus dsfy; srestore* option *dk iz lx fd; k t krk gA*

Gateway of Tally *dk* rhu *Hlx ea chV k x; k gA*

- i. Masters
- ii. Transactions/Vouchers
- iii. Reports

➤ Masters :-

- a. Accounts Info
- b. Inventory Info
- c. Import MastErs

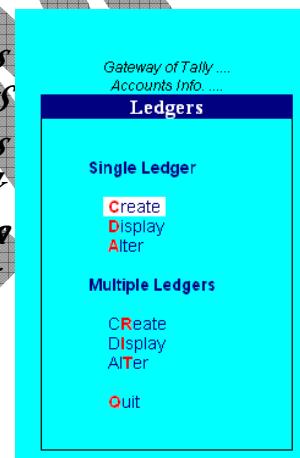
➤ Accounts Info :-



Groups: - Tally *ea u; k l eg* (Gropus) *cukus ds fy; s bl* option *dk iz lx fd; k t krk gA*

Ledgers *W edger (/hr d/ cukus ds fy; Gateway of tally ea fn; s* *x; s* Account information option *dk use*

fd; k t krk gS ft l ea ledger cukus ds fy; s ledger option *ij fdYkd fd; k t krk gS* *ft l ea* create option *ds } j k* Ledger *cuk s* *t hrs gA* Display *l s cuk; s x; s yt j n f k s t k l drs gS rFlk* Alter *} j k* Create *fd; s x; s yt j d k n f kus ds l k k ml ea* *old Nr i fjo zu Hh fd; k t k l drk gA* Ledger *cuk s l e; ; g* */; ku j / kuk plfg; s fd d h i l k* Ledger *fd l* Group *ds* Under *ea t k; s k A d n A eq k* Under Ledger Group *vlxs fn; s x; s gA*



List of Ledger & Under Group

Name Of Ledger	Under Groups
Building	Fixed Assets
Capital	Capital Accounts
Cash	Cash In Hand
Commission Allowed	Indirect Expenses
Commission Received	Indirect Income
Discount Allowed	Indirect Expenses
Discount Received	Indirect Income
Drawing	Capital Accounts
Electric Bill	Indirect Expenses
Factory Rent	Direct Expenses
Furniture	Fixed Assets
Interest Allowed	Indirect Expenses
Interest Received	Indirect Income
Investment	Investment

Loan	Loan Liability
Loss By Fire	Purchase Accounts
Machinery	Fixed Assets
Saddam(Seller)	Sundry Creditors
Profit & Loss A/C	Primary
Purchase	Purchase Accounts
Purchase Return	Purchase Accounts
Rent	Indirect Expenses
Salary	Indirect Expenses
Sales	Sales Account
Sohan (Purchaser)	Sundry Debtors
Sales Return	Sales Account
Tax	Duties & Tax
Telephone Bill	Indirect Expenses
Wages	Direct Expenses
Bank Account	Bank Account
Stationary	Indirect Expenses
Bad Debts	Indirect Expenses
Insurance Company	Sundry Debtors
Stock	Current Assets
Charity	Indirect Expenses
Live Stock	Current Assets
Bad Debts Recovered	Indirect Income
Insurance Premium	Indirect Expenses
Free Sample	Purchase Accounts

Important Words

1	Accountancy	, dkmVl h	yslk 'kU=
2	Book Keeping	cqlli x	cgh [krk
3	Journal	t uŷ	t uŷ
4	Ledger	yt j	[krksh
5	Accounts	, dkmVl	[krk
6	Date	MV	fnukll
7	Particulars	ifVZlgj	fooj.k
8	Ledger Folio	yt j Qkŷvls	[krsdh i.t l d; k
9	Amount	, ekAV	jk'k
10	Debit(Dr.)	MkV	uke
11	Credit(Cr.)	ØSMV	t ek
12	Capital	dsi Vy	i q h
13	Drawings	Mkox	vkgj.k

14	Goods	<i>xqH</i>	<i>eky</i>
15	Purchases Return	<i>Ápt jhWuZ</i>	<i>[ljhndj yWkuk</i>
16	Purchases	<i>Ápt</i>	<i>eky [ljhnk</i>
17	Salas	<i>1sI</i>	<i>eky dk foØ;</i>
18	Salas Return	<i>1sI jhWuZ</i>	<i>cpk gyk eky yWkuk</i>
19	Stock	<i>LVW</i>	<i>cpk gyk eky</i>
20	Opening Stock	<i>vWVua LVW</i>	<i>ÁljfHkd eky</i>
21	Closing Stock	<i>DyWl x LVW</i>	<i>våre eky</i>
22	Cash	<i>ds</i>	<i>jklM</i>
23	Cash In Hand	<i>ds bu gsM</i>	<i>gLrLFk jklM</i>
24	Cash At Bank	<i>ds , s csl</i>	<i>csd 'kK</i>
25	Debtors	<i>MVI Z</i>	<i>nunlj</i>
26	Creditors	<i>ØSMV Z</i>	<i>yunlj</i>
27	Investment	<i>buoæV</i>	<i>fofu; lx</i>
28	Machinery	<i>e 'kujh</i>	<i>e 'kujh</i>
29	Loose Tools	<i>yv VW</i>	<i>Qq'dj vK lj</i>
30	Furniture	<i>Qulþj</i>	<i>Qulþj</i>
31	Buildings	<i>fcyfM</i>	<i>Hou</i>
32	Good Will	<i>xqf cy</i>	<i>[; ktr</i>
33	Bank Over Draft	<i>csfvWj MMV</i>	<i>csfvWj MMV</i>
34	Rent	<i>j sV</i>	<i>fdjk; k</i>
35	Interest	<i>buVj sV</i>	<i>C; kt</i>
36	Carriage	<i>dsjt</i>	<i>xWVH HAWk</i>
37	Carriage In Word	<i>dsjt bu oM</i>	<i>vlod xWVH HAWk</i>
38	Carriage Out Word	<i>dsjt vWV oM</i>	<i>t lod xWVH HAWk</i>
39	Freight	<i>YV</i>	<i>jM HAWk</i>
40	Octri	<i>vWVjh</i>	<i>pqh</i>
41	Insurance Premium	<i>bu ; kjd</i>	<i>dek 'Wd</i>
42	Advertisement	<i>, MojMbeV</i>	<i>foKli u</i>
43	Electric Charges	<i>by sDVel pkt s</i>	<i>fet yh 'Wd</i>
44	Discount	<i>fMclmV</i>	<i>cÍkAV½</i>
45	Cash Discount	<i>ds'k fMclmV</i>	<i>jklM cÍk</i>
46	Trade Discount	<i>VsP fMclmV</i>	<i>Q ki Wjd cÍk</i>
47	Commission	<i>deh'ku</i>	<i>deh'ku</i>
48	Received	<i>fjfl oM</i>	<i>Ákr djuk</i>
49	Paid	<i>iM</i>	<i>pqkukh pqk; H Haxru</i>
50	Insolvent	<i>bul kyos'</i>	<i>fnokty; k</i>
51	Bad Debts	<i>cM McVl</i>	<i>cgk nunlj</i>
52	Type Writer	<i>Vkbi jkb'j</i>	<i>Vkbi jkb'j</i>

53	Motor Car	<i>eWjdlj</i>	<i>eWjdlj</i>
54	Cartage	<i>dWZ</i>	<i>?Wk xkWh</i>
55	Loss By Fire	<i>yW clbZQk; j</i>	<i>vk lsgkfu</i>
56	Loss By Thief	<i>yW clbZFMV</i>	<i>phjh lsgkfu</i>
57	Charity	<i>psWh</i>	<i>nku</i>
58	Donation	<i>Mns'ku</i>	<i>/kellk</i>
59	Trail Balance	<i>Vy c&d</i>	<i>ryi V</i>
60	Balance Sheet	<i>c&d l W</i>	<i>fpBk</i>
61	Carried ForWord	<i>dsjM QWbM</i>	<i>vxst k; k x; k</i>
62	Brought ForWord	<i>cWZQWbM</i>	<i>vxsty k; k x; k</i>
63	Balance	<i>c&d</i>	<i>'lsh</i>
64	Total	<i>VWY</i>	<i>; lx</i>
65	Grant Total	<i>xkV VWY</i>	<i>dy; ; lx</i>
66	Assets	<i>, d s/</i>	<i>l Efr; W</i>
67	Liabilities	<i>ybfeyWt</i>	<i>nk; R</i>
68	Profit	<i>AWQV</i>	<i>ykk</i>
69	Net Profit	<i>uV AWQV</i>	<i>'lq ykk</i>
70	Gross Profit	<i>xkV AWQV</i>	<i>l dy ykk</i>
71	Expenses	<i>, dl i. s/ t</i>	<i>[kpZ</i>
72	Income	<i>bude</i>	<i>vk</i>
73	Net Income	<i>uV bude</i>	<i>'lq vk</i>
74	Contingent Liabilities	<i>dsVt sV ybfeyWt</i>	<i>l fnk/nk; R</i>
75	Add	<i>, s/</i>	<i>t lsh</i>
76	Less	<i>yZ</i>	<i>?k/vk</i>
77	Manu Fracturing Expenses	<i>eS' nQSpfjx , dl i. s/ t</i>	<i>fuekZk Q FIZ</i>
78	Trade Expenses	<i>VW, dl i. s/ t</i>	<i>QWdj [kpZ</i>
79	Sunday Expenses	<i>l sMjh, dl i. s/ t</i>	<i>fofo/k [kpZ</i>
80	Stationary	<i>LVs'kujh</i>	<i>LVs'kujh</i>
81	Office Expenses	<i>vWQl , dl i. s/ t</i>	<i>dk lS; [kpZ</i>
82	Salary	<i>l s'jh</i>	<i>oru</i>
83	Wages	<i>o&.t</i>	<i>et nyh</i>
84	Productive Wages	<i>AWMDVo o&.t</i>	<i>mR'knd et nyh</i>
85	Non Productive Wages	<i>uWi AWMDVo o&.t</i>	<i>vupR'knd et nyh</i>
86	Income Tax	<i>bude VDI</i>	<i>vk dj</i>
87	Sales Tex	<i>l s/ VDI</i>	<i>fcOh dj</i>
88	Import Duty	<i>bEi WZM; Wh</i>	<i>vk r 'Wd</i>

89	Custom Duty	dLlVe M; Wh	dLlVe M; Wh
90	Customer	dLlVej	xlgd
91	Imported	bEi W/M	vk r
92	Export	, Dl i W	fu; W
93	Bill Receivable	fcy fj l cy	Álkr fcy
94	Bill Pay Able	fcy is cys	ns fcy
95	Cheque	p&l	p&l
96	Draft	M&V	M&V
97	Current Account	dj&V , dlmV	phyw/krk
98	Fixed Deposit Account	fQDI M M& V , dlmV	t ek /krk
99	Saving Bank Account	l fox c&l , dlmV	cpr c&l /krk
100	Pass Book	ikl c&l	c&l } jk fg l k j /kus dh i&rd
101	Pay In Slip	isbu flyi	vnk xh i pl&c&l
102	Bill Of Eachange	fcy v&W bp&t	fofue; i=
103	Purchase Book	Apt c&l	0; i&rd
104	Sales Book	l&l c&l	fo0; i&rd
105	Purchases Return Books	Apt fjV& c&l	0; okil h i&rd
106	Sales Return Book	l&l fjV& c&l	fo0; okil h i&rd
107	Bill Receivable Book	fcy fj l cy c&l	Álkr fcy cgh i&rd
108	Bill Pay Able Book	fcy is cys c&l	ns fcy cgh i&rd
109	Journal Proofer	t u& Á&Wj	ef; t u&
110	Cash Book	dSk c&l	jk&lMh cgh
111	Petty Cash Book	i&V dSk c&l	y?lq jk&lMh cgh

➤ Inventory Info :- ifjp; % Account with inventory dk iz lx 0 ki kj ea stock maintain j /kus ds fy; sfd; k t krk g& stock maintain l s r&W; Z ; g sfd i& el fnu ds v&r dk stock j /k&l bl Option dk Active djus ds fy; s Company Creation ds l e; Maintion Option ea Account-With-Inventory l y&V fd; k t krk g& , l k djus ds ch Gateway of Tally , d u; k Option t &krk g& ft l s Inventory Information dgrs g&ml ea fu&fyf /kr Option glrs g& ☞ Stock Group:- bl Option dk iz lx Stock Groups cul& ds fy; sfd; k t krk g&ft l ds v&Wj ij Stock Item Create fd; s t krs g& t s % Nokia Company, Sony Company, Spice Company etc.



Stock Group Creation	
Name (alias) :	
Under :	
Can Quantities of items be ADDED ?	

☞ Stock Items- *bl* Option *dk iz lx djus ls* Company *ds l eLr* Item *cukunf kuso ifjorzi djus ds fy; s* Use *glrk gA t s ll* Nokia 1200, Nokia N73, Spice 5005, Sony classic, Virgun Mobile etc.

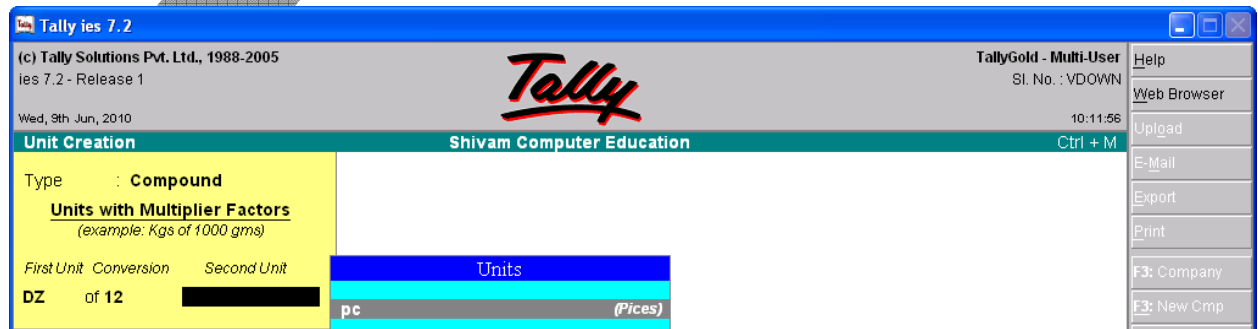
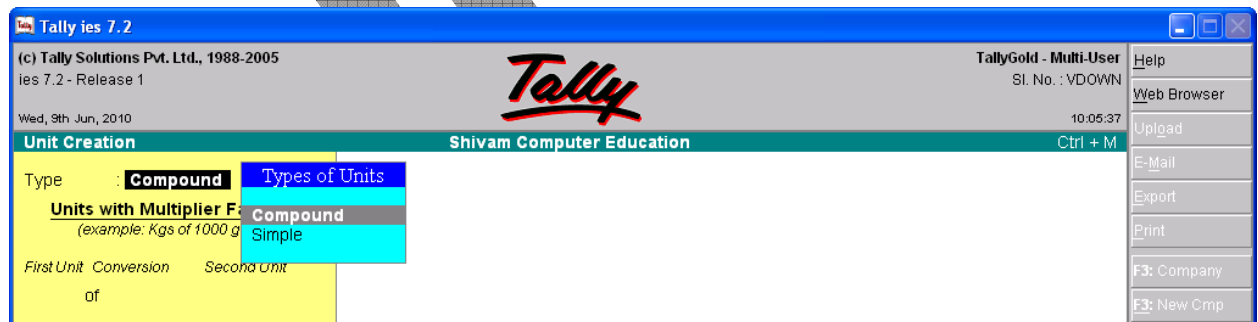
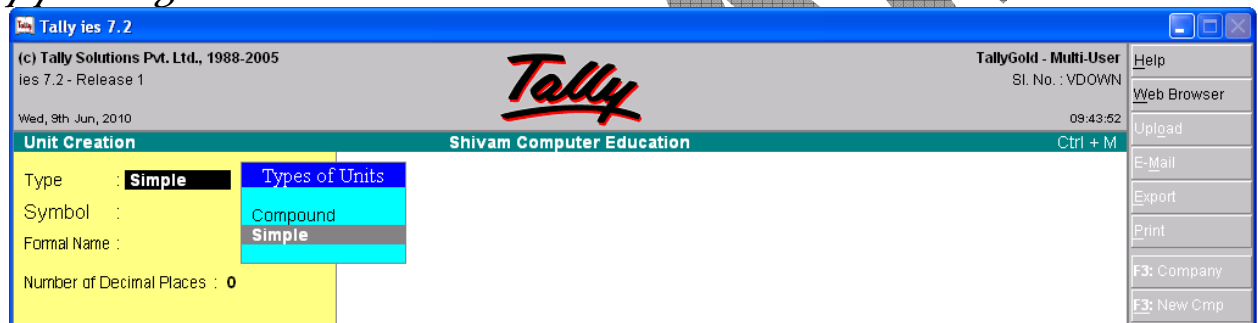
☞ GoDowns: - *dEi uh ea, d l svf/ld xhnte dk iz lx fd; k t krk gS rks; glaij xhnte dk fuelzk fd; k t krk gA*

☞ Voucher Types-Inventory *ea dle vhus okys voucher dks n f kus ds fy, bl dk mi; lx glrk gA*

☞ Units of Measure – *bl dk mi; lx* Item *dh bdlbz fu/ kg. k djus ds fy, glrk gA t s ll* Kg, Meter, liter ect.

Sample (*l k/kg. k ; fn fd l h* Item *dk, d izlj l seki uk gls rks l k/kg. k* (Sample) Option *dk pmk t krk gA; fn ge LVWV dks nls izlj l seki uk gls rks l a ai* (Compound) *dk pmk t krk gA*

Unit Creation	
Type :	Simple
Symbol :	
Formal Name :	
Number of Decimal Places :	0



ukW ll l a ai bdlbz dk iz lx rllh fd; k tk l drk gA t c de l s de nls l k/kg. k bdlbz dk fuelzk fd; k gvrk gA

➤ Transactions / Vouchers

- a. Accounting Vouchers
- b. Inventory Vouchers
- c. Import Transaction

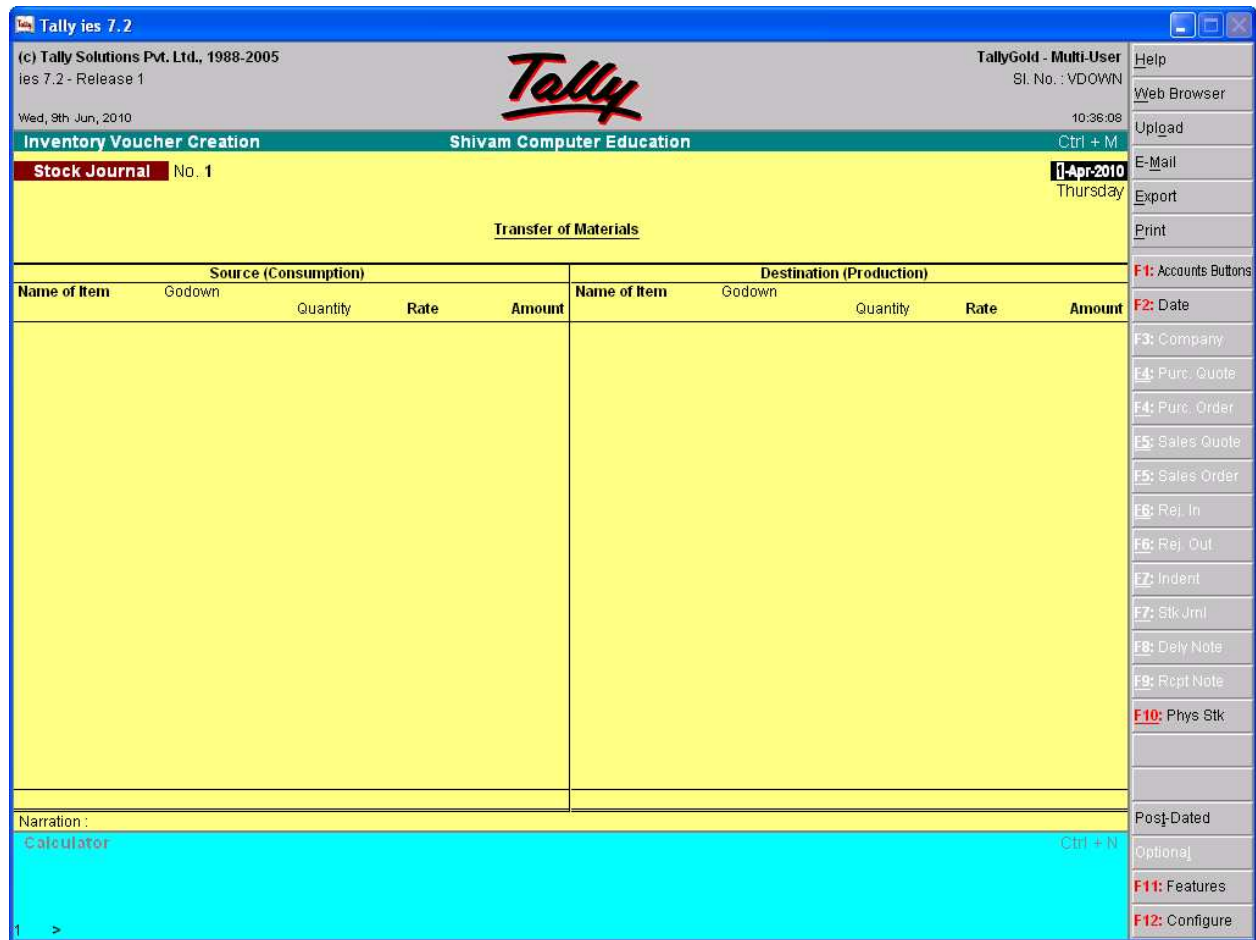
➤ Accounting Vouchers & Voucher entry *ds fy; Gateway of Tally es fn; s; Accounting Voucher entry option dk Use fd; k t krk gS ft l ds vlxz fufyf/kr voucher dk A; lx fd; k t krk gA*

1. Contra (F4) *bl okmpj es chl ds ynsu l s l Ecf/kr AfofV; k dh t krh gS t S chl es #i; st ek dj; chl l s #i; sfudhA*
2. payment (F5) *l Hh Adh ds udn [kplz o gl; k dk foj. k bl okmpj es fd; k t krk gA t S osru pql; k pql; kA*
3. Receipt (F6) *Q khj es l eLr udn Adh; k dh AfofV bl okmpj es fd; k t krk gA t S l lgu l s Adh gA*
4. Journal (F7) *Contra, Payment, Receipt, Sales, Purchase voucher ds vylok l eLr AfofV; k bl okmpj es dh t krh gA t S fut h A; lx ds fy, eky fudh purchase return, selas return, eky vlx l suV ghs; k bR; kh*
5. Sales (F8) *eky cpus l s l Ecf/kr AfofV bl okmpj es dh t krh gS t S l lgu dseky cpk udn eky cpk bR; kh*
6. Purchase (F9) *eky [khms l s l Ecf/kr AfofV bl okmpj dh t krh gS t S udn eky [khm]; k l seky [khmkA*
7. Memos (F10) *knk'r ds fy, ddbZ AfofV dk foj. k Ekh l e; ds fy, ghs ml dk foj. k bl okmpj es fd; k t krk gS ft l dk Q khj es ddbZ vlj ugh i Mkr gA*
8. Credit Note (F8) :- ; *fn fdl h i khZ l seky oki l vk t krk gsrk ml dh i fofV bl okmpj es fd t krh gA*
9. Debit Note (F9) :- *fdl h i khZ dseky oki l Ht us ij ml dh okmpj i fofV Mkr ukV es fd t krh gA*

➤ Inventory Vouchers :- *bl izkhj ds okmpj dk iz lx eky ds LFkhkhj. k ds fy; sfd; k t krk gA*

Source (Consumption) :- ; *gh ij LVkh vlvVe dk pql; dj ynsij dlZ xhke ds ulps vk t krk gA ft l xhke l seky fudh k t krk gA ml xhke dks pql; enter*

key *dh* press *fd;k t krk g* *fQj vlvVe dh ek=k Vibi dh t krh g* *bl ds chn*
 destination (Production) *fd rjQ* entry *dh t krh g*



ukW % ; in fell h vlt okmpj es, Uth dj jga g vlv LVlll t uk okmpj , Uth
djuh gkr rlv F1 ; Alt + F7 keys dh press djds, Uth fd t k l drh g

Reports

- a. Balance Sheet
- b. Profit & Loss A/c
- c. Stock Summary
- d. Ratio Analysis
- e. Display
- f. Multi-Account Print
- g. Quit

➤ Balance Sheet :- *fdl h dli uh dh Balance sheet nskus ds fy; s* Gateway of Tally *esfn; sx; s* Balance sheet option *dk Á; lx ghrk gñft l es* Liabilities o Assets *dk foofj. k nsk t k l drk gñ t s* Fixed Assets, Sundry Creditors

Shivam Computer Education as at 1-Apr-2010		Shivam Computer Education as at 1-Apr-2010	
Liabilities		Assets	
Capital Account	25,000.00	Current Assets	25,000.00
Capital	25,000.00	Closing Stock	
Loans (Liability)		Sundry Debtors	
Current Liabilities		Cash-in-hand	25,000.00
Duties & Taxes			
Sundry Creditors			
Profit & Loss A/c			
Opening Balance			
Current Period			
Total	25,000.00	Total	25,000.00

Printing Balance Sheet

Printer : (Ne00) Paper Type : Letter

No. of Copies : 1

Method : Neat Mode Paper Size : (8.46" x 10.98") or (215 mm x 279 mm)

Page Range : All Print Area : (8.19" x 10.71") or (208 mm x 272 mm)

Report Titles

Balance Sheet

Without Page Numbers

Scale Factor for Values : Default

Format : Detailed

Show Vertical Balance Sheet ? No

Profit or Loss, both as Liability ? No

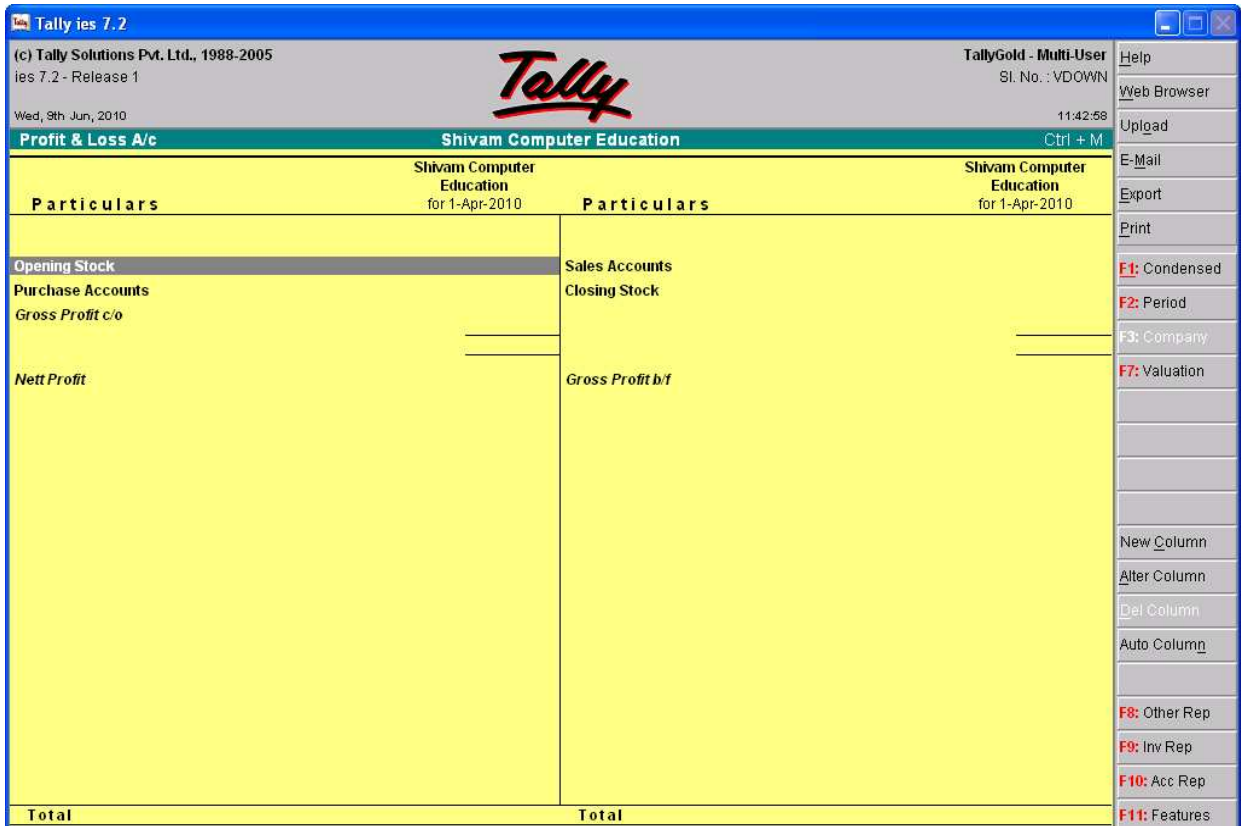
Show Percentages ? No

Show Working Capital figures ? No

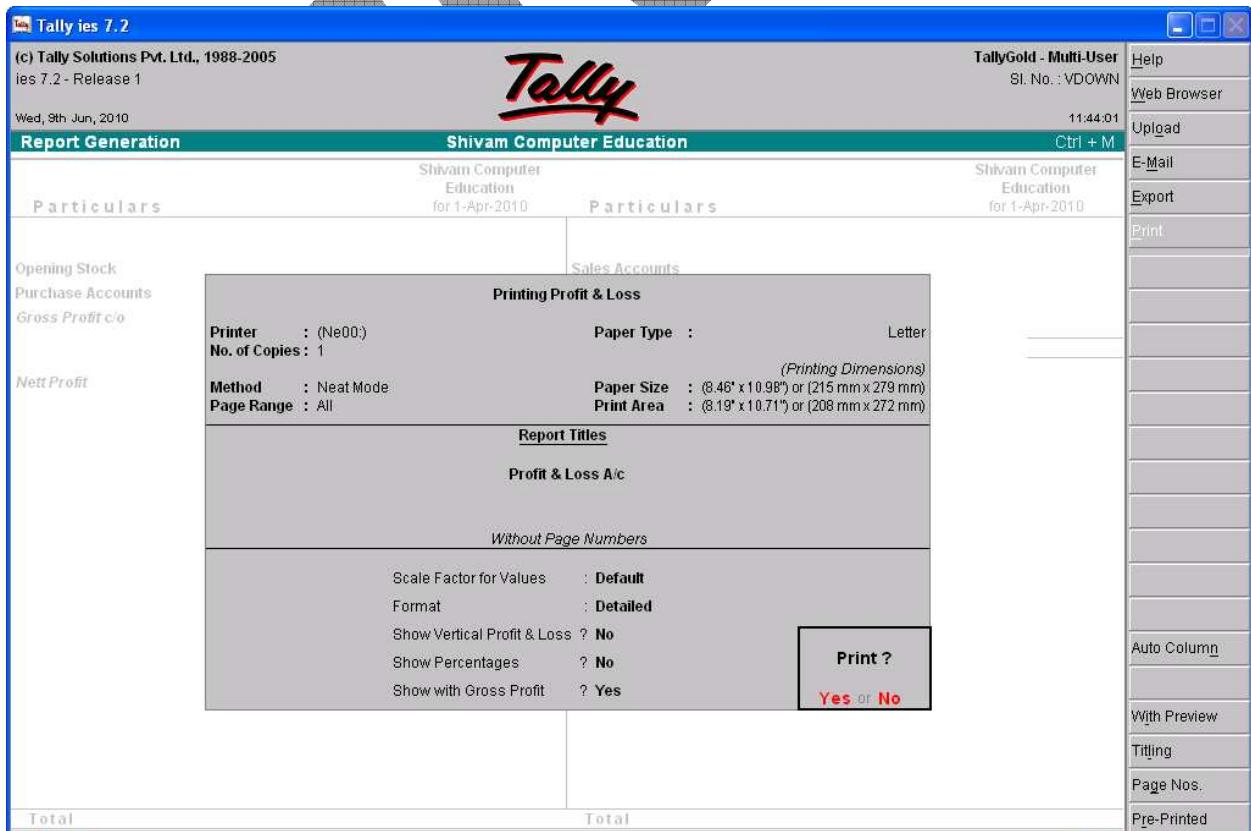
Method of showing Balance Sheet? Liabilities / Assets

Print ?
Yes or No

➤ Profit & Loss A/c :- Profit & Loss A/c *nsf kus ds fy;* Gateway of Tally *eam;* *x;* P&L A/c *ij* Enter *fd;* *k t lrk gSft l ea* Sales, Purchase, Expenses, Incomes *vlfm dk foj. k nsfkk t k l drk g*



Profit & Loss A/c		Shivam Computer Education	
Shivam Computer Education for 1-Apr-2010		Shivam Computer Education for 1-Apr-2010	
Particulars		Particulars	
Opening Stock		Sales Accounts	
Purchase Accounts		Closing Stock	
Gross Profit c/o			
Nett Profit		Gross Profit b/f	
Total		Total	



Report Generation		Shivam Computer Education	
Shivam Computer Education for 1-Apr-2010		Shivam Computer Education for 1-Apr-2010	
Particulars		Particulars	
Opening Stock		Sales Accounts	
Purchase Accounts			
Gross Profit c/o			
Nett Profit			
Total		Total	

Printing Profit & Loss

Printer : (Ne00:) Paper Type : Letter

No. of Copies : 1

(Printing Dimensions)

Method : Neat Mode Paper Size : (8.46" x 10.98") or (215 mm x 279 mm)

Page Range : All Print Area : (8.19" x 10.71") or (208 mm x 272 mm)

Report Titles

Profit & Loss A/c

Without Page Numbers

Scale Factor for Values : Default

Format : Detailed

Show Vertical Profit & Loss ? No

Show Percentages ? No

Show with Gross Profit ? Yes

Print ?

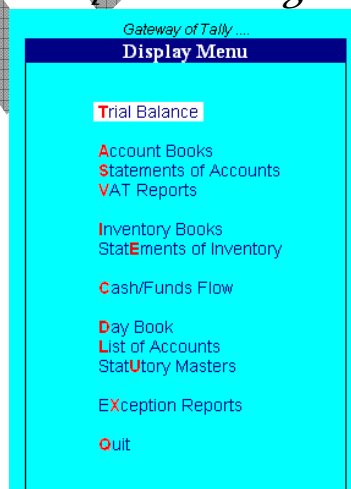
Yes or No

➤ Stock Summary :- *Q ki kj es lEr ysunu dschn tkely dk* Stock *cprrk gsm l s nq kus ds fy;* Gateway of Tally *ds* stock summary option *dk A; k fd; k t krk g s ft l es* Ending stock summary option *dh ek=H dy ed;* show *glrk g s*

➤ Ration Analysis :-

Shivam Computer Education for 1-Apr-2010		Shivam Computer Education for 1-Apr-2010	
Principal Groups		Principal Ratios	
Working Capital <i>(Current Assets - Current Liabilities)</i>	25,000.00 Dr	Current Ratio <i>(Current Assets : Current Liabilities)</i>	0.00 : 1
Cash-in-hand	25,000.00 Dr	Quick Ratio <i>(Current Assets - Stock-in-hand : Current Liabilities)</i>	0.00 : 1
Bank Accounts		Debt/Equity Ratio <i>(Loans (Liability) : Capital Account + Nett Profit)</i>	1 : 1
Bank OD A/c		Gross Profit %	0.00 %
Sundry Debtors <i>(due till today)</i>	0.00 Dr	Nett Profit %	0.00 %
Sundry Creditors <i>(due till today)</i>	0.00 Cr	Operating Cost % <i>(as percentage of Sales Accounts)</i>	0.00 %
Sales Accounts	0.00 Cr	Recv. Turnover in days <i>(payment performance of Debtors)</i>	0.00 days
Purchase Accounts	0.00 Dr	Return on Investment % <i>(Nett Profit / Capital Account + Nett Profit) %</i>	0.00 %
Stock-in-hand		Return on Wkg. Capital % <i>(Nett Profit / Working Capital) %</i>	0.00 %
Nett Profit	0.00 Cr		
Wkg. Capital Turnover <i>(Sales Accounts / Working Capital)</i>	0.00		
Inventory Turnover <i>(Sales Accounts / Closing Stock)</i>	0.00		

➤ Display :- *Q ki kj es* Date, Ledger wise Detail *nq kus ds fy;* *sbl* Option *dk* Use *fd; k t krk g s ft l es* F2+Space *ds } ljk l Er qkZÁfofV;* *ks nq k t k l drk g s v k s* F1 *ds } ljk* Entry *dk* Complete *nq k t k l drk g s*



Important Shortcuts of the Tally

1. Alt+F2 *bl* Command *ds }ljk* Time Period *dk ifjofrZ fd; k t k l drk gA*
t.Ss 01-04-2009
31-03-2010
2. F2 *bl* Command *ds }ljk* Voucher *dh fnukd dk ifjofrZ fd; k t k l drk gA*
3. Alt+C *bl* Voucher Entry *djrsle; bl* Command *ds }ljk u; k [lkrk o* Stock Item *cuk; k t k l drk gsvxj ge igyscukuk hvy x; sgA*
- 4 Alt+I *bl* Command *ds }ljk* Day book *esjgrsgg okmpj* Entry *dh t k l drh gA*
5. Alt+D *bl* Command *ds }ljk* Day book *l sfdl h okmpj dk* Delete *fd; k t k l drk gA*
6. F1(Select Company) *bl* key *ds }ljk cukZxbZ dEiuh dk* Select *fd; k t k l drk gA*
7. Alt+F1(Shut Company) *bl* Open *dh xbZ dEiuh dk cUn djus ds fy; s bl delM dk; v ghrk gA*
8. Ctrl+Enter :- Voucher Entry *djrsle; bl* Command *ds }ljk [lkrk o* Stock Item *dk change fd; k t k l drk gsvxj ge cukrsle; xyr cuk nrs gA*
9. ; *fn fdl h vL okmpj es, Wn dj jgsgs vL LVW t uZ okmpj , Wn djuh ghrk F1 ; k Alt +F7 keys dk press djds, Wn fd t k l drh gA*

Vs h eacuh dEi uh ds y{k k fu/HZjr djuk&

Tally ies 7.2
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 ies 7.2 - Release 1
 Sat, 15th May, 2010

Tally

Company Operations Alteration

Company: **Shivam Computer Education**

Integrate Accounts and Inventory ? Yes	Maintain Budgets and Controls ? No
Allow Multi-Currency ? No	Allow 0 valued entries in Vouchers ? No
Allow Invoicing ? Yes	Allow Purchase Order Processing ? No
Enter Purchases in Invoice Format ? Yes	Allow Sales Order Processing ? No
Separate Discount column on Invoices ? No	Enable TDS ? No

<u>Accounting Features</u>	<u>Inventory Features</u>
Maintain Billwise Details ? Yes (for Non-Trading A/cs also) ? No	Maintain Stock Categories ? No
Maintain Cost Centres ? No (more than ONE Cost Category) ? No	Maintain Batch-wise Details ? No (set Expiry Dates for Batches) ? No
Use Rev. Journals & Optional Vouchers ? No	Maintain Multiple Godowns ? No
Use Debit/Credit Notes ? Yes	Use Tracking Numbers ? No
Use Invoice mode for Credit Notes ? Yes	Use Rejection Notes ? No
Use Invoice mode for Debit Notes ? Yes	Use different Actual & Billed Qty ? No
Activate Interest Calculation ? No (use advanced parameters) ? No	Track additional costs of Purchase ? No
Income/Expense Stmt instead of P & L ? No	

Set/Modify other Company Features ? **No**

fdl h dEi uh dks culus ds ckn ml ds y{k k fu/HZjr k fd; k t krk g& y{k k dk fu/HZjr k djus ds fy; sKey Board dhFunction key F11 nckrs g& bl folM& e&fn; s x; s fofH&u fodYi d&oy bl dEi uh ds fy; s gh iz &r g&rs g& ; g fodYi d&oy bl h dEi uh dks i H&oh djrk gS n&vj h dEi uh ij bl dk d&Z i H&o ugh& g&rk g&

Company Operations Alternation folM& ds Aij h H&x e&fn, x, fodYi

Integrate Accounts And Invertry - ; g fodYi d&oy ml h fLE&r e&mi yOk g&rk g& ; fn geus dEi uh dks cul&rs l e; Maintain ds l leusAccounts With Invertry d& p&rk x; k g& ; fn dEi uh ds, d&lm. V& r f&k bl&V&h d&ls, dh&dr ugh& djuk pl&rs g&

rls ; glaij No Vlbi fd; k t lrk g\$ rFlk , dlm. V/ rFlk blbVh dks , dldr djuk plgrsg\$ rls ; glaij Yes Vlbi fd; k t lrk g\$
Allow Multi Currency - ; fn geljh dEiuh ds, dlm. V/ ea, d lsvf/kd emkvlkd dk iz lx fd; k t lrk g\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn , d gh epk dk iz lx fd; k t lrk g\$ rls ; glaij No Vlbi fd; k t lrk g\$

Allow Invoicing :- ; fn dEiuh ds, dlm. V/ ea V\$y ds }ljk gh l \$l buokbl t dks fuxZ fd; k t lrk g\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$; fn geus Yes pmk g\$ rls bl Hkx ds fups fd ylbZ ea Separate Discount column on Invoices inf k\$ glais yxrk g\$

Entire Purchases in Invoice Format :- ; fn dEiuh }ljk dh xbZijps dks buokbl t ds : i ea gh j/ k t luk g\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$

Separate Discount column on Invoices :- ; fn xgdla dks dkbZNV nh t kuh g\$ v\$ bl dks buokbl ij , d iFlk dWe eafiV fd; k t luk g\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$

Use Debit/Credit Note :- ; fn geljh dEiuh ds, dlm. V/ ea Mcl rFlk O\$MV ulV dh l fo/ k dk iz lx djuk plgrsg\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$

Use Invoice mode for credit note :- ; fn geljh dEiuh ds, dlm. V/ ea O\$MV ulV dh l fo/ k dk iz lx djuk plgrsg\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$

Use Invoice mode for debit note :- ; fn geljh dEiuh ds, dlm. V/ ea M\$KV ulV dh l fo/ k dk iz lx djuk plgrsg\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$

Income Expense Stmt instead of P & L :- ; fn geljh company ds, dlm. V/ ea yHk\$glu ds LV\$eV (profit & loss Statement) ds LFku ij vk Q ; LV\$eV (income expense statement) dk A ; lx fd; k t luk g\$ rls ; glaij yes Vlbi djds enter ' dh dsnckrsg\$ v\$; fn ugharls ; glaij No gh jgus nrs g\$ v\$ Enter ' dh dsnckdj vxysfdYi ij vk t l rsg\$

Maintain Multiple Godowns :- ; fn geljh dEiuh ea, d lsvf/kd xknte dk iz lx fd; k t luk g\$ rls ; glaij Yes Vlbi fd; k t lrk g\$; fn ugharls No Vlbi fd; k t lrk g\$

Maintain Stock Category :- ; *fn geljh dEi uh dh bldVh eaLVVh vlbVEI ds fy, dk iz lx fd; k t kuk g\$ rls; glaij Yes Vibi fd; k t krk g\$; fn ugharkNo Vibi fd; k t krk g\$*

Maintain Batch-wise Details :- ; *fn geljh dEi uh dh bldVh eaLVVh vlbVEI dh t kudljh ml ds c\$ ds vkkij ij dh t kuh g\$ rls; glaij Yes Vibi fd; k t krk g\$; fn ugharkNo Vibi fd; k t krk g\$*

Set Expiry Dates for Batches:- ; *fn geljh dEi uh dh bldVh eaLVVh vlbVEI ds c\$ ds l kkk&l kkk ml dh , Dl ik,jh frffk dh Hh t kudljh j|kh t kuh g\$ rls; glaij Yes Vibi fd; k t krk g\$; fn ugharkNo Vibi fd; k t krk g\$*

Use different Actual & Billed Out. :- ; *fn geljh dEi uh ds, dkm.VI dsfcVI ea vlbVEI dh l d; k rffk okrfod l d; k eafdl h vtrj dk iz lx fd; k t kuk g\$ 1/2 \$ s & geljh dEi uh usnl vlbVEI dh [k]ln ij , d vlbVELk efr nsisfd ; kt uk culbZg\$ rls fcy rksnl vlbVEI dk curk g\$ ijtrqLVVh l sX; kjg vlbVEI de ghrs g\$ 1/2 rls ; glaij Yes Vibi fd; k t krk g\$; fn ugharkNo Vibi fd; k t krk g\$*

