भारत सरकार द्वारा मान्यता प्राप्त



Mob: - 9801200423

Dir. Name - Sharma Sir

ADCA, DCA, CCC, DFA, TALLY

▶ Tally क्या है (What is Tally)

Tally एक Most Popular "Accounting Software है जिसका पूरा नाम Transactions Allowed in a Linear Line Yards होता है जिसे Tally Solution Private Limited के द्वारा सन 1986 में Tally श्याम सुन्दर गोयनका और उनके बेटे भरत गोयनका ने Solutions मिलकर बनाया था जिसका मुख्यालय बैंगलोर, (कर्नाटक) Enterprise resource planning company में स्थित है। tallysolutions.com \odot Tally is a Most Popular "Accounting Software whose full name is Transactions Allowed in a Tally Solutions Pvt. Ltd. is an Indian multinational Linear Line Yards which was created by Tally technology company, that provides enterprise Solution Private Limited in 1986 by Shyam resource planning software. It is headquartered in Bangalore, Karnataka. The company reports that its Sundar Goenka and his son Bharat Goenka, software is used by more than 1.8 million customers. headquartered in Bangalore, (Karnataka) is Wikipedia located.) Customer service: 1800 309 8859 Tally का इस्तेमाल किसी भी व्यवसाय, कंपनी, बैंक या Founded: 1986 Headquarters: Bangalore, Karnataka, India सरकारी दफ्तरों में Accounting से जुड़े कार्यों को करने Founders: Shyam Sunder Goenka, Bharat Goenka के के लिए किया जाता है | Type of business: Private company limited by shares

Tally is used to perform accounting related tasks in any business, company, bank or government offices.

Accounting: बैंक, दूकान या सरकारी दफ्तरों में पैसों की लेन-देन का हिशाब-किताब रखने, उसे मैनेज करने की प्रोसेस को एकाउंटिंग कहते हैं जिसमें और भी कई तरह के Work शामिल है (Accounting is the process of maintaining, managing and managing the transactions of money in banks, shops or government offices, which includes many other types of work.)

Tally में जमा की गई राशि, निकाली गई राशि, उस खाते की पूर्ण जानकारी के साथ-साथ खातों की Description की भी Entry की जाती है जिसे सभी तरह के Work को आसानी से Manage किया जा सके और बाद में उसे देखा या Recipt निकाला जा सके |

> In Tally, the amount deposited, withdrawn amount, complete information of that account as well as description of accounts is also entered which can be easily managed by all kinds of work and can be viewed or received later.

Tally सॉफ्टवेयर का इस्तेमाल एकाउंटिंग से सम्बंधित कामो को करने के लिए किया जाता है क्योंकि ये बिना गलती आपके सारे कामो को आसानी से कर देता है (Tally software is used to do accounting related work because it easily does all your work without any mistake.)

Tally Version

- Tally 4.5 was the first version of Tally. It was released in 1990.
- Tally 5.4 was the second version of Tally.
- Tally 6.3 was the third version of Tally.
- Tally 7.2 was the next version of Tally.
- Tally 8.1 was the next version of Tally.
- The next version was Tally 9.
- The next version of Tally is ERP 9
- The latest version of Tally is Tally Prime...

ERP = Enterprise Resource Planning (उद्यम संसाधन योजना)

TALLY = Transactions Allowed in a Linear Line Yards (एक लीनियर लाइन यार्ड में लेन-देन की अनुमति है)

Tally Prime - Official Features

- **Invoicing & Accounting:** Tally Prime makes it amazingly simple to create and record invoices. Optimized invoice components, host of configurations, multiple billing modes and so on. makes Tally Prime really molding to your business. The wide variety of Tally Prime's features makes it a simple accounting system.
- **Inventory & Management:** The features of Tally Prime's make it one of the most flexible systems for optimal inventory management. Features such as go down management, multiple stock valuation, manufacturing, batch and expiry date, job costing etc., and the powerful inventory reports make inventory management a cakewalk.

- **Insightful Business Report:** Tally Prime comes with more than 400 business reports which are readily available with powerful insights that will allow you make informed decisions. Tally Prime's amazing flexibility allows you to slice and dice your reports and look at them the way you want, the way it works for your business.
- **GST/Taxation:** With Tally Prime, you can generate GST compliant invoices such as tax invoice, bill of supply etc. in seconds and file accurate GST returns always. What's more? You can automatically generate e-invoice and print invoices with IRN and QR code instantly. Using Tally Prime's features, you can also manage TDS, TCS and payroll statutory such as PF, ESI and employee income tax.
- Credit and Cash Flow Management: By increasing the efficiencies in accounts receivable, accounts payables, inventories, and several other areas of business, Tally Prime helps you optimize cash flows. Tally Prime's insightful reports help you to be on top of your cash flow.
- Multi Task Capabilities: Tally Prime supports multi-tasking and helps you handle the day-to-day interruptions. You are in the middle of the sales invoice but want to record another new sale? Or in the middle of making a payment entry but want to refer to outstanding report before proceeding? Using Tally Prime, you will be able to handle many such situations without the hassle of switching between multiple instances of Tally or the worry of losing your progress.
- Go to Features: With Tally Prime, discovering insights just got easier. This is made possible with Tally Prime's new and powerful search bar called "Go To". Using Go To, you can search and find the things you didn't know Tally could do for you and discover new insights to run your business better.
- **Banking**: Tally Prime comes with a wide range of banking features/utilities that help you manage all your banking needs easily. Using Tally Prime's banking features such as auto bank reconciliation, pre-defined cheque formats, cheque management, e-payments etc. makes banking an effortless task.
- Access Business Data Online: Tally Prime gives you the ability to view business reports online from the comfort of a web browser, wherever you are with the promise that your data will always rest with you.

• Secure Data: We understand that your business data is sensitive and ensure that you will always remain in custody of it. With multiple user access control and feature-based security levels ensure that access to your data is restricted based on your choice.

Tally Prime Downloading & Installing

Step (1) Visit official website: <u>tallysolutions.com</u>



Step (2) Click on download button

Step (3) Now, open this setup & Run



Now, Installing...



After Starting Tally Prime, Allow Access



जब हम Tally को पहली बार Open करते हैं तो हमारे पास ये चार विकल्प आते हैं जिसमें हमें किसी एक विकल्प को Choose करना होता है (When we open Tally for the first time, we have these four options in which we have to choose any one option.)

Option (1) Continue in Educational Mode: अगर आपका Learning Period है तो इस ऑप्शन से Tally को Continure करें अर्थात अगर आप Tally को सीखना चाहते हैं या अभी तक आप Tally के बारें में कुछ नहीं जानते हैं तो "Continue in Educational Mode" का इस्तेमाल करें क्योंकि ये बिलकुल फ्री है | अगर आप इस ऑप्शन के अलावा कोई दूसरा ऑप्शन choose करते हैं तो इसके लिए आपको License की जरुरत पड़ेगी जिसे खरीदना पड़ता है | अभी हमलोग "Education Mode" का इस्तेमाल करके ही Tally Prime सीखेंगे बाद में License Key खरीद लेंगे

Solution № If you have a learning period, then continue Tally with this option, that is, if you want to learn Tally or you do not know anything about Tally yet, then use "Continue in Educational Mode" because it is absolutely free. If you choose any option other than this option, then for this you will need a license which has to be purchased. Right now, we will learn Tally Prime only by using "Education Mode", later we will buy License Key.

जब हम किसी कंपनी या दूकान के लिए काम करना शुरू कर देंगे तो उस वक्त License खरीद लेंगे ताकि कई सारे कपंनी का डाटा प्रतिदिन टैली में इंट्री किया जा सके |

> When we start working for any company or shop, then at that time we will buy the license so that the data of many companies can be entered in tally every day.

Option (2) Use License from Network Option (3) Reactivate Existing License Option (4) Active New License

नोट: जब हमलोग अच्छे से Tally को सिख लेंगे तो बाद में Single License Key खरीद लेंगे और इसे Activate कर देंगे | हमलोग अभी इसे Educational Mode पर ही Continue करेंगे (When we will learn Tally well, then later we will buy Single License Key and activate it. We will continue it on Educational Mode only.)

IPUTER

Educational Mode में Continue करने के बाद आपके सामने कुछ ऐसा Window खुलकर आयेगा जहाँ आपसे Select Company या Create Company करने के लिए कहा जायेगा | Tally के अन्दर सबसे पहला काम होता है Company Create करना क्योंकि इसके बिना हम Tally में कोई भी Data Entry नहीं कर सकतें |

After continuing in Educational Mode, such a window will open in front of you where you will be asked to select Company or Create Company. The first thing inside Tally is to create a company because without this we cannot do any data entry in Tally

Company Create करना क्यों जरुरी है?

कंपनी बनाना इसलिए जरुरी है क्योंकि हम जो भी Data Entry करेंगे वो किस कंपनी के लिए करेंगे ये Tally को बताना जरुरी होता है क्योंकि टैली में बहुत सारे कंपनी बनाए जा सकते हैं | जब हम Tally में कंपनी बनाते हैं तो हमें वहाँ Company Name, Mailing Address, Email, Phone Number, Fax, Country, State, Address इत्यादि Fill Up करना होता है जिसे Complete करने के बाद हमारा कंपनी Create हो जाता है | ये हमें केवल एक ही बार करना होता है उसके बाद हम इस कंपनी के लिए कोई भी Entry कर सकते हैं | एक आदमी कई सारे कंपनी का Data Entry कर सकता है इसलिए हर कंपनी के लिए हमें अलग-अलग कंपनी बनाना चाहिए ताकि सभी दता उसी में एंट्री किया जा सके जिसमे हमें करना है |

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Company कैसे बनाते हैं?

Step (1) सबसे पहले आप Create Company पर क्लिक करें (First you click on Create Company)

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Stelp (2) Create Company पर क्लिक करने के बाद आपके सामने कुछ ऐसा Windows Open होगा जिसमें आपको अपने कंपनी के बारें में कुछ जानकारी देना होगा (After clicking on Create Company, you will have such a window open in front of you, in which you will have to give some information about your company.)

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Step (3) बारी-बारी से Tab के साथ पूरी Details Fill करें (Fill the complete details with Tab one by one.)

नोट: Financial Year का हिंदी में अर्थ होता है वित्त वर्ष | इनकम टैक्स की भाषा में, वित्त वर्ष, उस साल भर की अवधि (Period of one Year) को कहते हैं, जिस अवधि के दौरान आप कमाई करते हैं और खर्च करते हैं | संक्षेप में इसे FY भी लिखा जाता है | भारत में फिलहाल यह 1 अप्रैल 2021 से लेकर 31 मार्च 2022 तक होता है | (NOW)

अपके पास अपनी कंपनी के लिए जो भी Details है उसे Fill करें | पूरी जानकारी Fill करना कोई जरुरी नहीं है, अगर पूरी जानकारी आपके आपस है तो उसे Fill कर सकते हैं (Fill whatever details you have for your company. It is not necessary to fill all the information, if you have all the information between you, then you can fill it.)

≫ Company Create करते समय Financial Year को ध्यान से देख लें की वर्तमान समय में कौन-सा Financial Year चल रहा है | Tally Default Financial Year बता देगा आप उससे भी Continue कर सकते हैं

While creating a company, look at the financial year carefully to see which financial year is going on at the present time. Tally will tell the Default Financial Year, you can continue...

Appearance	of	Create	Company
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1. Directory	: It displays location to store your current company.
1. निर्देशिका	: यह आपकी वर्तमान कंपनी को स्टोर करने के लिए स्थान प्रदर्शित करता है।
2. Name 2 नाम लिए किया जाता है।	: This is used to define name of company to maintain account. : इसका उपयोग खाता बनाए रखने के लिए कंपनी के नाम को परिभाषित करने के
3. Mailing Name	: This is used to define owner's Name of company.
3. मेलिंग का नाम: यह कं	पनी के मालिक के नाम को परिभाषित करने के लिए इस्तेमाल किया जाता है ।
4. Address establish.	: This is used to define address of company where your company
4. पता कंपनी स्थापित करनी है।	: यह कंपनी के पते को परिभाषित करने के लिए उपयोग किया जाता है जहां आपकी

5. Country establish.	: This is used to define country name of where your company
5. देश इस्तेमाल किया ।	: यह जहां आपकी कंपनी की स्थापना के देश के नाम को परिभाषित करने के लिए
6. State	: This is used to define state name where your company establish.
6. राज्य आपकी कंपनी स्थापित क	: यह राज्य के नाम को परिभाषित करने के लिए इस्तेमाल किया जाता है जहां जरनी है।
7. Pin code establish.	: This is used to define pin code of that location where your company
7. पिन कोड जहां आपकी कंपनी स्थापि	: यह उस स्थान के पिन कोड को परिभाषित करने के लिए उपयोग किया जाता है ोत करती है।
8. Phone No. owner's.	: This is used to define telephone no. your company mobile no of
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8. फोन नं. कंपनी का मोबाइल नंबर	: इसका उपयोग टेलीफोन नंबर को परिभाषित करने के लिए किया जाता है। आपकी मालिक के।
8. फोन नं. कंपनी का मोबाइल नंबर 9. Mobile No.	: इसका उपयोग टेलीफोन नंबर को परिभाषित करने के लिए किया जाता है। आपकी मालिक के। : This is used to define mobile no of owner's.
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8. फोन नं. कंपनी का मोबाइल नंबर 9. Mobile No. 9. मोबाइल नं. है। 10. Website	: इसका उपयोग टेलीफोन नंबर को परिभाषित करने के लिए किया जाता है। आपकी मालिक के। : This is used to define mobile no of owner's. : इसका उपयोग मालिक के मोबाइल नंबर को परिभाषित करने के लिए किया जाता : This is used to define web-site of company.
8. फोन नं. कंपनी का मोबाइल नंबर 9. Mobile No. 9. मोबाइल नं. है। 10. Website 10. वेबसाइट 11. Email Id 11. ईमेल आईडी: यह कं	: इसका उपयोग टेलीफोन नंबर को परिभाषित करने के लिए किया जाता है। आपकी मालिक के। : This is used to define mobile no of owner's. : इसका उपयोग मालिक के मोबाइल नंबर को परिभाषित करने के लिए किया जाता : This is used to define web-site of company. : यह कंपनी की वेब साइट को परिभाषित करने के लिए प्रयोग किया जाता है। : This is used to define email id of company. पनी के ईमेल आईडी को परिभाषित करने के लिए प्रयोग किया जाता है।
8. फोन नं. कंपनी का मोबाइल नंबर 9. Mobile No. 9. मोबाइल नं. है। 10. Website 10. वेबसाइट 11. Email Id 11. ईमेल आईडी: यह कं 12. Financial Year	: इसका उपयोग टेलीफोन नंबर को परिभाषित करने के लिए किया जाता है। आपकी मालिक के। : This is used to define mobile no of owner's. : इसका उपयोग मालिक के मोबाइल नंबर को परिभाषित करने के लिए किया जाता : This is used to define web-site of company. : यह कंपनी की वेब साइट को परिभाषित करने के लिए प्रयोग किया जाता है। : This is used to define email id of company. पनी के ईमेल आईडी को परिभाषित करने के लिए प्रयोग किया जाता है। : This is used to define financial year to maintain account.

Step (4) सब कुछ Fill करने के बाद निचे Accept Button में Yes करें (After filling everything, click Yes in the Accept Button below.)

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Formal name	0.5	INR							

Accept करने के बाद आपका कंपनी Successfully Create हो जायेगा | कुछ Extra Features जो आप Enable करना चाहते हैं उसे "Yes" कर सकते हैं अन्यथा "No" रहने दें | हम अपने Need के अनुसार बाद में भी इसे "Yes" or "No" कर सकते हैं |

allyFritte	MANAGE									- 0
DU	K: Company	YiDota	Z: Exchange	<u>G</u> :0	o Te	Otimpon	E:Expert	M:E-mail	P:Print	Fishelp
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Step (5) सारे Features को Enable या Disable करने के बाद इसे भी Accept करें (After enabling or disabling all the features, accept it as well.)



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		Enable the features as	s per your Duainess needs.)				
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Inventor	Y			50.010.00X	Accept 9	-	
Maintain	Inventory	Yes			330		
anopa	e Accounts with Inventory	Tits			Yus or No.		

अब आप देख सकते हैं Tally Prime के अन्दर आपका कंपनी दिखाई दे रहा है जिसे दूबारा Edit या डिलीट क्या जा सकता है (Now you can see that your company is visible inside Tally Prime, which can be edited or deleted again.)

ARMA COMPUTER

TYPING INSTITUTE

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Company को Rename या Delete कैसे करते हैं?

Step (1) Alt + K प्रेस करें या Company Menu में जायें (Press Alt + K or go to Company Menu)

EDU	K: Company	Y:Data	Z: Exchange	
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	CONFIGURE			
	Features SEcurity TallyVault ONline Access	F11		E
				T

Step (2) यहाँ पर आप Alter option पर क्लिक करें (Here you click on Alter option)

Stelp (3) Alter ऑप्शन पर क्लिक करने के बाद कुछ ऐसा दिखाई देगा जहाँ से आप अपने कंपनी को Delete या Rename कर सकते हैं (After clicking on the Alter option, something like this will appear from where you can delete or rename your company.)

२ यहाँ से आप अपने कंपनी को Rename या Delete कर सकते हैं | कंपनी को Delete करने के लिए Keyboard में Alt + D प्रेस करें (From here you can Rename or Delete your company. To delete the company, press Alt + D in the Keyboard.)

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नोट: अगर आपने Tally में बहुत सारे कंपनी बना रखा है तो किसी भी कंपनी को Delete या Rename करने से पहले उस कंपनी को Select करना होगा उसके बाद ही आप उसे Delete या Rename कर सकते हैं |

> If you have created many companies in Tally, then before deleting or renaming any company, you have to select that company, only then you can delete or rename it.

▶ Company को Change, Select या Close कैसे करें?

अगर आपने टैली के अन्दर बहुत सारे कंपनी को बना लिया है और अब आप उसे Delete या Close करना चाहते हैं या फिर किसी दूसरे कंपनी में काम करना चाहते हैं?

> If you have created a lot of company in tally and now you want to delete or close it or want to work in any other company?

Q. कंपनी कैसे Change करें (How to change company)

Step (1) एक कंपनी से दूसरे कंपनी में जाने अर्थात Company Change करने लिए Company Menu में जाएँ या Alt + K प्रेस करें (To switch from one company to another i.e. to change Company, go to Company Menu or press Alt + K.)



Step (2) Change option पर क्लिक करें या कीबोर्ड में F3 प्रेस करें (Click on Change option or press F3 on keyboard)

Note: कंपनी को सेलेक्ट करने के लिए कीबोर्ड में Alt + F3 प्रेस करें और कंपनी को Shut यानी Close करने के लिए Ctrl + F3 प्रेस करें (To select the company, press Alt + F3 on the keyboard and press Ctrl + F3 to Shut the company.)

► Tally Prime में एक से अधिक कंपनी कैसे बनायें?

Step (1) कीबोर्ड में Alt + K प्रेस करें (Press Alt + K on the keyboard)

Step (2) कीबोर्ड में F3 प्रेस करें (Press F3 on the keyboard)

DU	K: Company	Y:Data	Z: Exchange	G:Go To	Oslimport	E:Export	M:E-ma
walls Coulting				AID COMPUTER ZONE			
			-	Change Company			
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Section Create Company पर क्लिक करके आप एक से अधिक कंपनी बना सकते हैं (You can create more than one company by clicking on Create Company)

▶ कंपनी बनाने के बाद उसके Features को कैसे Enable या Disable करें

जिस कंपनी की Features को Enable या Disable करना चाहते हैं उस कंपनी को open करें उसके बाद कीबोर्ड में F11 बटन प्रेस करें | आप जिस Feature को On या Off करना चाहते हैं कर सकते हैं |

> Open the company whose features you want to enable or disable, then press the F11 button on the keyboard. You can turn the feature "On" or "Off".

DU Numera An	2Company	Y:Data	Z: Exchange Aid	G: Go To COMPUTER 200	12	O: Import	E:Export	M:E-mail
	Compan	y: AIO COMPUTER ZONE						
	Show m	ore features No						
Accounting Mantain Accounts Enable Bill-wise entry Inventory Mantain Inventory		ting Accounts Bill-wise entry ry	Yes	Enat	ation le Goods and Services Tat le Tax Deducted at Source	« (GST) • (TDS)		No No
	integra	te Accounts with Inventory	Yes					

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हमें अपने कंपनी के लिए जो जरुरी है उसे Yes कर देंगे | जो चीज हमारे कंपनी के लिए जरुरी नही है उसे No ही रखेंगे |

> We will do yes to what is necessary for our company. Whatever is not necessary for our company, we will keep it no.

इससे अधिक Features को Enable या Disable करने के लिए show more features में जाकर "Yes" करें |

> To enable or disable more features than this, go to show more features and do "Yes".

TallyPrine	MANAOE				and the second			
EDU	K: Company	Y: Cata	ZExchange	G:	Go To	O: Import	E:Export	M:E-mail
Company Peatures	Atteration			NO COM	PUTER ZONE			
	-					Creater.		
	Compan	y: AIO COMPUTER ZONE	Yes / No	_				
	Show m	ore features .	No	-				
	Accoun Maintain Enable Invento Maintain	ting Accounts Bil-wise entry ny	Yes	: Yes : Yes	Taxation Enable Goods and Services Enable Tax Deducted at So	Tax (GST) urce (TDS)		No No
	Integra	te Accounts with Inventory		: Yes		The Art	teres (]
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Show more features को Yes करने के बाद आपके सामने सारे features खुल चुकें जिसे अपने आवश्यकता अनुसार Yes या No कर सकते हैं (After showing Yes to Show more features, all the features have been opened in front of you, which you can do Yes or No according to your need.)

	and the second		
Company: AIO COMPUTER ZONE			
Show more features : Yes Show all features : No			
Accounting	-	Taxation	
Maintain Accounts	Yes	Enable Goods and Services Tax (GST)	: No
Enable Bill-wise entry	: Yes	Enable Tax Deducted at Source (TDS)	: No
Enable Cost Centres	: No	Enable Tax Collected at Source (TCS)	: No
Inventory		Online Access	
Maintain Inventory	: Yes	Enable Browser Access for Reports	: Yes
Integrate Accounts with Inventory	: Yes	Enable Tally.NET Services for Remote Access & Synchronisation	: No
Enable multiple Price Levels	: No	Contraction in the second	
Enable Batches	: No	Others	
Maintain Expiry Date for Batches	: No	Enable multiple addresses	: No
Use Discount column in invoices	: No	Mark modified vouchers	: No
Enable Batches Maintain Expiry Date for Batches Use Discount column in invoices	: No : No : No	Others Enable multiple addresses Mark modified vouchers	

TALLY

▶ Golden Rules of Accounting (लेखांकन के सुनहरे नियम)

Accounting क्या होता है?

बैंक, दूकान या सरकारी दफ्तरों में पैसों की लेन-देन का हिशाब-किताब रखने, उसे मैनेज करने की प्रोसेस को एकाउंटिंग कहते हैं जिसमें और भी कई तरह के Work शामिल है |



Accounting is the process of maintaining, managing and managing the transactions of

money in banks, shops or government offices, which includes many other types of work.

प्रश्न: एकाउंटिंग कितने प्रकार के होते हैं (What are the types of Accounting)

उत्तर: एकाउंटिंग तीन प्रकार के होते हैं

(1) Personal Account (व्यक्तिगत खाता): - जो अकाउंट किसी व्यक्ति, कंपनी या किसी संस्था से जुड़ा हो वो Personal Account कहलाता है (The account which is associated with any person, company or any organization is called Personal Account.)

Examples: Verma Account, Bank Account, Drawing Account, Dinesh Traders Account, Financial Account, Institution Account इत्यादि।

व्यक्तिगत लेखा का नियम (Rule of Personal Account)

1 1 2

पाने वाले को नामे (Debit The Receiver)

देने वाले को जमा (Credit The Giver)

≫ जो व्यक्ति कुछ प्राप्त करते हैं उन्हें Receiver कहा जाता है और उन्हें Debit में रखा जाता है | जो व्यक्ति कुछ देते है, उन्हें Giver कहा जाता है और उन्हें Credit में रखा जाता है |

> Those who receive something are called receivers and they are kept in Debit. The person who gives something is called a giver and is kept in credit.)

उदाहरण: मदन को 1000 रुपया दिया गया, मदन 1000 रुपया ले रहा है वह Receiver हुआ इसलिए उन्हें Debit में रखा जायेगा (Madan was given 1000 rupees, Madan is taking 1000 rupees, he became a receiver, so he will be kept in Debit.)

गोपाल से 1000 रुपया प्राप्त हुआ | गोपाल 1000 रुपया दे रहा है वह Giver हुआ । इसलिए उन्हें Credit किया जायेगा (1000 was received from Gopal. Gopan is giving 1000 rupees, he is a giver. so, they will be credited)

नोट: जब व्यक्तिगत खातों में Accounting किया जाता है तो ,पाने वाले खाते को Debit तथा देने वाले खाते को Credit किया जाता है (When accounting is done in personal accounts, the receiving account is debited and the giving account is credited.)

(2) Real Account (वास्तविक खाता): - ऐसा Account जो केवल संपत्ति से सम्बंधित होते हैं (An account that deals only with property)

उदाहरण: Building Account, Land Account, Cash Account, Furniture A/C, Stock A/C इत्यादि

वास्तविक लेखा का नियम (Rule of Real Account)

जो आये उसे Debit (Debit what comes in)

जो जाए उसे Credit (Credit What goes out)

ध्यान दें: व्यवसाय में जो वस्तुएँ आती है उसे Debit में रखा जाता है और व्यवसाय से जो वस्तुएँ जाती है उसे Credit में रखा जाता है (The things that come in business are kept in Debit and the things that go out of business are kept in Credit.)

AND TYPING INSTITUTE उदाहरण से समझें....

रमन से 1000 रुपये प्राप्त हुआ अर्थात 1000 रुपया आ रही है इसलिए उसे Debit में रखा जाता है लेकिन रमन के हाथ घड़ी बेची गयी है | घड़ी जा रहा है इसलिए उसे Credit में रखा जायेगा ।

> 1000 rupees were received from Raman i.e. 1000 rupees are coming, so it is kept in Debit but the watch has been sold in Raman's hand. The clock is going, so it will be kept in credit.

नोट: इस Account में जो भी सम्पति या वस्तु Business मे आती है तो उसके खाते की Debit करते है, और जो सम्पति या वस्तु Business से बाहर जाती है तो उसको Credit किया जाता है अर्थात "जो आता है उसे डेबिट करें और जो जाता है उसे क्रेडिट करें"

> In this account, whatever property or item comes into business, then its account is debited, and the property or item that goes out of business is credited, that is, debit what comes and credit what goes.

(3) Nominal Account (नाममात्र का खाता): - लाभ या हानि से जुड़े अकाउंट को Nominal Account कहते हैं दूसरे शब्दों में, Nominal Account वैसे Account को कहा जाता है जिसमें Income (आय) और Expenses (खर्च) के बारें में लिखा हुआ रहता है |

(The account related to profit or loss is called Nominal Account. In other words, Nominal Account is said to be the account in which income and expenses are written.)

उदाहरण: Salary A/C, Interest A/C, Insurance A/C, Commission A/C

नोट: जब Nominal Account में Accounting किया जाता है तो "व्यय और हानि के खाते को डेबिट करते है, और आय तथा लाभ के खाते को क्रेडिट करते है"

Rule of Nominal Account (नाममात्र खाता का नियम)

सभी खर्च एवं हानियों को नाम (Debit all expenses and losses)

सभी आमदनी एवं लाभों को जमा (Credit all incomes and gains)

Accounting से सम्बंधित कुछ सवाल और उनके जवाब

प्रश्न: व्यापार (Trade) किसे कहा जाता है?

उत्तर: लाभ कमाने के उद्देश्य से किया गया वस्तुओं का क्रय या विक्रय व्यापार कहलाता है (Buying or selling of goods for the purpose of earning profit is called business.)

प्रश्न: पेशा (Profession) क्या है?

उत्तर: आय अर्जित करने के लिए किया गया कोई भी कार्यं या साधन जिसके लिए Pre Training (पूर्व प्रशिक्षण) की आवश्यकता होती है उसे पेशा कहते हैं (Any work or means done to earn income which requires pre training is called profession.)

प्रश्न: व्यवसाय (Business) किसे कहते हैं?

उत्तरः कोई भी statutory (वैधानिक) कार्य जो आय या लाभ प्राप्त करने के उद्देश्य से किया गया हो उसे व्यवसाय <mark>कहते</mark> हैं | इसके अंतर्गत वस्तु सेवाओं का क्रय-विक्रय, बैंक, परिवहन, कम्पनियाँ, उत्पादन आदि <mark>आते हैं</mark> | ऊपर में जो हमने व्यापार और पेशा के बारें में बताया था वो भी इसी के अन्दर आते हैं |

Any statutory work which is done for the purpose of obtaining income or profit is called business. Under this, buying and selling of goods, services, banks, transport, companies, production etc. What we told above about business and profession, they also come under this.

AND TYPING INSTITUTE

प्रश्न: लेन-देन (Transaction) किसे कहते हैं?

उत्तर: व्यवसाय में माल, मुद्रा या सेवा के पारस्परिक व्यवहार या आदान-प्रदान को लेन-देन कहते हैं | इसे Financial Transaction भी कहते हैं क्योंकि इसे मुद्रा में मापा जाता है |

> Transaction is the mutual transaction or exchange of goods, money or services in business. It is also called Financial Transaction because it is measured in currency.

प्रश्न: नगद लेन-देन (Cash Transaction) किसे कहते हैं?

उत्तर: जब सौदे का तुरंत भुगतान किया जाता है तो उसे नगद लेन-देन कहते हैं (When the transaction is paid immediately, it is called a cash transaction.)

प्रश्न: उधार लेन-देन (Credit Transaction) किसे कहते हैं?

उत्तर: जब भुगतान भविष्य में किया जाता है तो उसे उधार लेन-देन कहते हैं (When payment is made in future, it is called a credit transaction.)

प्रश्न: माल (Goods) किसे कहते हैं?

उत्तर: जिस वस्तु को क्रय-विक्रय या व्यापार किया जाता है वो माल है|माल के अंतर्गत वस्तुओं के निर्माण हेतु प्राप्त कच्ची सामग्री, अर्ध निर्मित सामग्री या तैयार किये गए वस्तुयें भी सम्मिलित हैं|

Solution Sol

प्रश्न: क्रय (Purchase) किसे कहते हैं?

उत्तर: बेचने के उद्देश्य से व्यापार में खरीदा गया माल क्रय या खरीदी कहलाता है (Goods purchased in business for the purpose of selling are called purchases or purchases.)

नोट: व्यापार में माल को नगद या उधार खरीदा जा सकता है जिसे हम Cash Purchase/Credit Purchase कहते हैं (In business, goods can be bought in cash or on credit, which we call Cash Purchase / Credit Purchase.)

AND TYPING INSTITUTE

प्रश्न: विक्रय (Sales) किसे कहले हैं?

उत्तर: किसी भी व्यापार में कोई माल लाभ कमाने के उद्देश्य से बेचा गया हो तो उसे विक्रय कहते हैं (In any business, if any goods are sold for the purpose of earning profit, then it is called sale.)

नोट: व्यापार में माल को नगद या उधार बेचा जा सकता है जिसे Cash Sales/Credit Sales कहा जाता है (In business, goods can be sold on cash or credit which is called Cash Sales/Credit Sales.)

प्रश्न: Revenue (राजस्व) किसे कहते हैं?

उत्तर: ऐसी राशियाँ जो माल अथवा सेवाओं के विक्रय से प्राप्त होता है एवं व्यवसाय के दिन-प्रतिदिन के क्रियाकलापों से प्राप्त होने वाली राशियाँ जैसे-किराया, ब्याज, कमीशन इत्यादि भी Revenue में आता है |

> Revenue is the amount received from the sale of goods or services and from the day-to-day activities of the business such as rent, interest, commission, etc.

प्रश्न: आय (Income) किसे कहते हैं?

उत्तर: व्यक्ति हो या संगठन वो जो भी धन कमाती है वही आय (Income) कहलाती है (Whatever money he has earned, whether an individual or an organization, is called income.)

Income के प्रकार:-

(1) प्रत्यक्ष आय (Direct Income):- Direct Income ऐसी आय है जो हमे व्यवसाय में सीधे माल बिक्री (Goods Sale) करने के पश्चात होती है | जैसे :- यदि हमारी एक स्टेशनरी की दुकान है और दुकान मे रखे हुए किसी पेन का थोक मूल्य 44 रू है तथा हम उस पेन को 55 रू मे बेचते हैं (Direct Income is the income that we get after selling the goods directly in the business. For example: - If we have a stationery shop and the wholesale price of a pen kept in the shop is Rs 44 and we sell that pen for Rs 55.)

(2) अप्रत्यक्ष आय (Indirect Income):- मुख्य व्यवसाय के अलावा जोभी अतिरिक्त इनकम होती है वह अप्रत्यक्ष आय कहलाती है जैसे- अगर आपने अपने दूकान को किराए पर लगाया हो तो वो अप्रत्यक्ष आय है |

> Any additional income other than the main business is called indirect income, for example, if you have rented your shop, then it is indirect income.

प्रश्न: व्यय (Expenses) क्या है?

उत्तर: किसी भी व्यक्ति या संगठन का व्यय वह धन है जो हम अपने काम के प्रति कुछ करते हुए खर्च करते हैं

> The expenditure of any person or organization is the money that we spend while doing something towards our work.

यह दो प्रकार के होते हैं

(1) प्रत्यक्ष व्यय (Direct Expenses):- मुख्य कार्य से सम्बंधित जो भी सीधे खर्च होते हैं वो प्रत्यक्ष व्यय कहलाते हैं (Any direct expenses related to the main work are called direct expenses.)

(2) अप्रत्यक्ष व्यय (Indirect Expenses):- मुख्य कार्य के अलावा आप जो भी खर्च करते हैं वो अप्रत्यक्ष व्यय कहलाता है (Any expenditure other than main work is called indirect expenditure.)

प्रश्न: ब्याज (Interest) क्या है?

उत्तर: जब हम किसी से कर्ज लेते हैं या कर्ज देते हैं तो उस कर्ज राशी के उपयोग के बदले में कर्ज देने वाले <mark>को ए</mark>क निश्चित दर से प्रतिफल के रूप में कुछ राशि देना पड़ता है जिसे हम ब्याज कहते हैं |

> When we take a loan or give a loan from someone, in return for the use of that loan amount, the lender has to pay some amount as a consideration at a fixed rate, which we call interest.

प्रश्न: छूट (Discount) किसे कहा जाता है?

उत्तर: व्यापारी के द्वारा जो रियायत (Concession) दी जाती है उसे छूट कहते हैं (The concession which is given by the trader is called discount.)

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यह दो प्रकार का होता है

(1) व्यापारिक बट्टा (Trade Discount):- व्यापारी माल बेचते समय ग्राहक को Attract करने के लिए माल के मूल्य में कुछ राशि कम कर देता है जिसे व्यापारिक बट्टा कहते हैं |

> While selling the goods, the trader reduces some amount in the value of the goods to attract the customer, which is called trading discount.

(2) नकद बट्टा (Cash Discount): - व्यापारियों के अनुसार प्रत्येक ग्राहक को एक निश्चित अवधि में भुगतान करने की सुविधा प्रदान की जाती है | अगर ग्राहक निश्चित अवधि के पहले ही भुकतान कर दे तो उसे कुछ डिस्काउंट दिया जाता है जिसे Cash Discount कहा जाता है |

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> According to the merchants, each customer is provided with the facility to make payment in a fixed period. If the customer makes the payment before the specified period, then he is given some discount which is called Cash Discount.

प्रश्न: कमीशन/आयोग (Commission) क्या है?

उत्तर: किसी भी व्यक्ति या संस्था को किसी का काम करने के बदले उसपर कुछ प्रतिफल दिया जाता है उसे कमीशन कहते हैं (Any person or organization is given some reward in return for doing some work, it is called commission.)

प्रश्न: सेवा (Se<mark>rvice</mark>s) किसे कहते हैं?

उत्तर: जब कोई व्यक्ति आपके घर आकर बिगड़ी इलेक्ट्रीशियन मशीन को ठीक कर देता है तो वो सेवा है (When a person comes to your house and fixes a faulty electrician machine, then that service is)

प्रश्न: ग्राहक (Customer) किसे कहा जाता है?

उत्तर: हम जिससे माल बेचते हैं वो हमारा Customer कहलाता है (The person with whom we sell the goods is called our customer.)

प्रश्न: विक्रेता (Supplier) किसे कहते हैं?

उत्तर: हम जिससे माल खरीदते हैं उसे Supplier कहते हैं (The goods from whom we buy are called Suppliers.)

प्रश्न: पूँजी (Capital) क्या है?

उत्तर: पूँजी वह धन राशि है जो मालिक अपने व्यवसाय में व्यापार करने के लिए लगाता है | जानकारी के लिए बता दूँ की टैली सॉफ्टवेयर में Capital Account की एक Ledger (बही खाता) बनती है जिसमें सारे Transaction Save किये जाते हैं |

So Capital is the amount of money that the owner invests in his business for doing business. For information, let me tell you that in Tally software, a ledger (book account) of Capital Account is created in which all the transactions are saved.

प्रश्न: संपत्ति (Assets) क्या होता है?

उत्तर: कंपनी के पास जो भी Cash, Bank Balance, Property, Land, Stock या Products होते हैं उसे Assets कहते हैं

Solution Whatever Cash, Bank Balance, Property, Land, Stock or Products is with the company is called Assets.

प्रश्न: देनदार या दायित्व (Liabilities) क्या है?

उत्तर: यह एक ऐसा विकल्प होता है जो ये दिखाता है की कंपनी की Capital, Assets, Loans, Taxes, Current Cash आदि को एक Balance Sheet को देखकर ये जान सकें की कंपनी की वित्तीय स्थिति कैसी है और उसका Performance कैसा है | इसी के हिसाब से लोग शेयर मार्किट में निवेश करते हैं |

This is an option that shows that by looking at a Balance Sheet of the company's Capital, Assets, Loans, Taxes, Current Cash, etc., to know how the company's financial position is and its performance. Accordingly, people invest in the share market.

प्रश्न: बही खाता (Ledger) क्या होता है?

उत्तर: व्यापार में होने वाले Transaction को Ledger में ही लिखा जाता है अर्थात अगर कंपनी ने कोई सामान खरीदा है तो लेजर में ही उसको लिखा जायेगा |

Transactions in business are written in the ledger itself, that is, if the company has bought any goods, then it will be written in the ledger itself.

Assignment – 1

 $20 \times 5 = 100$

- 1. What is Tally Prime? (टैली प्राइम क्या है?)
- 2. Explain the Tally Prime features? (टैली प्राइम की विशेषताओं की व्याख्या करें)
- 3. What is accounting? (एकाउंटिंग क्या है?)
- 4. How to Download & Install Tally Prime? Write the steps. (टैली प्राइम को कैसे डाउनलोड और इंस्टॉल करें? चरण लिखें)
- 5. How can we use tally Prime without license? (हम बिना लाइसेंस के टैली प्राइम का उपयोग कैसे कर सकते हैं?)
- 6. Name the website from where we can download tally? (उस वेबसाइट का नाम बतायें जहाँ से हम टैली डाउनलोड कर सकते हैं?)
- 7. Explain about Education Mode. (एजुकेशन मोड के बारे में बताएं)
- 8. How to delete company in Tally Prime? Write the steps. (टैली प्राइम में कंपनी कैसे डिली<mark>ट करे</mark>ं? चरण लिखें)
- 9. What is real account? (वास्तविक खाता क्या है?)
- 10.What is purchase? (क्रय क्या है?)
- 11.After creating a company, how to enable or disable its features? (कंपनी बनाने के बाद उसके Features को कैसे Enable या Disable करें)
- 12.What is income? (आय क्या है?)
- 13.What is trade? (व्यापार क्या है?)
- 14.Explain about Tally Version. (टैली वर्जन के बारे में बताएं)
- 15. Why is it necessary to create a company in Tally? (Tally में Company Create करना क्यों जरुरी है?)
- 16. What's cash Transaction? (नगद लेन-देन किसे कहते हैं?)
- 17. How many kinds of Accounting? Explain (लेखांकन कितने प्रकार के होते हैं? समझायें)
- 18. What is trade discounts? (व्यापारिक बट्टा क्या है?)
- 19. Create a new company in Tally Prime with the name NECI COMPUTER INSTITUTE के नाम से टैली प्राइम में एक कंपनी बनायें)
- 20. What is indirect income? (अप्रयक्ष आय क्या है?)

▶ Tally और Accounting के बारें में जानने के बाद Tally का Home Screen देखें

Tally Prime में कंपनी क्रिएट करने के बाद कुछ ऐसा दिखेगा जो निचे के चित्र में आपको दिखाया गया है |

> After creating a company in Tally Prime, something like this will be shown to you in the picture below.



Gateway of Tally (टैली का प्रवेश द्वार)

Tally Prime को Open करते ही आपको Right Side में " Gateway of Tally" का ऑप्शन दिखाई देता है जिसे हिंदी में **"टैली का प्रवेश द्वार"** कहा जाता है जहाँ से Tally में पूरे काम को शुरू और अंत किये जाते हैं | दूसरे शब्दों में **"Gateway of Tally"** वह जगह है जहाँ टैली में सब कुछ शुरू होता है और वहीँ सब कुछ समाप्त होता है |

As soon as you open Tally Prime, you see the option of "Gateway of Tally" in the right side, which is called "Tally's entrance" in Hindi, from where the whole work in Tally is started and ended. In other words, "Gateway of Tally" is the place where everything starts in Tally and that is where everything ends.

DU K: Company Y: Data every of Taily	Z: Exchange G: Ge To	Oumport E:Export M:E-mail P:P
CURRENT PERIOD 1.Apr-21 to 31-Mar-22	CUMMENT DATE Thursday, 1-Apr-2021	
NAME OF CONFAMY	DATE OF LAST ENTRY	Gateway of Tally
AIO COMPUTER ZONE	No Vouchers Entered	AMOTOR .
		Create Alter CHart of Accounts TRUMACTIONS Vouchers Day Book UTALTES Balance Sheet Profit & Loss Alc Stock Summary Ratio Analysis
		Display More Reports Guit

Tally में काम करने से पहले कुछ चीजों की जानकारी होना बहुत जरुरी है जो निचे में आपको बताया गया है (Before working in Tally, it is very important to know some things which have been told to you below.)

Line Yards Tally- हिसाब/गणना Accounts- खाता/एक से अधिक Commerce- व्यापार/वाणिज्य Single entry system- एकल प्रविष्टि प्रणाली Double entry system- दोहरी प्रविष्टि प्रणाली Linear Journal entry- जर्नल प्रविष्टि Ledger- खाता बही Configuration- संरूपण Features- विशे<mark>षताए/सु</mark>विधाऐं Allowed in a Unit- इकाई Group- समूह Creation- सृष्टि/बनाना Trial balance- परीक्षण शेष Trading account- व्यापार खाता Capital account- पूँजी खाता ansactions Profit/ loss account- लाभ/हानि खाता Balance sheet- आर्थिक चिट्ठा Expanse- विस्तार Income- आय Gains- लाभ Drawing- चित्र Deposit- जमा Withdraw- निकालना Salary- वेतन Wages वेतन/मजदूरी

5
Bankrupt- दिवालिया Assets- संपत्ति Fixed assets- अचल संपत्ति Depreciation- अवमूल्यन Liabilities- दायित्व Purchase- खरीदना Sales- बिक्री/बेचना Voucher- वाउचर/चिट्ठा 13 Purchase account- क्रय खाता Sale account- विक्रय खाता Purchase voucher- क्रय चिट्ठा Sales voucher- विक्रय चिट्ठा Purchase return- कय वापसी Sales return- विक्रय वापसी Payment voucher- वेतन चिट्ठा Receipt voucher- प्राप्ति चिट्ठा COMPUTER Contra voucher- अनुबंध चिठ्ठा Journal voucher- डायरी चिट्ठा TITUT Fi S Cash- नकट Cash account- नकद खाता Bank account- बैंक खाता Purchase of goods- माल की खरीद Sale of goods- माल की बिक्री Debtor- ऋणी/देनदार Creditor- लेनदार

Supplier- आपूर्तिकर्ता Buyer- क्रेता/विक्रेता Customer- ग्राहक Share- हिस्सा Partnership- साझेदारी Land- भूमि Current assets- वर्तमान संपत्तियां Outstanding- बकाया 13 Prepaid- अग्रिम/जमा Advance- अग्रिम Loan- उधार Tax- कर Duties- कर्तव्यों Opening stock- प्राम्भिक भंडार Sundry- विविध/विभिन्न Credit- उधार Debit- जमा **1A COMPUTER** Accountable- उत्तरदायी Accountancy- लेखाकर्म/लेखा कार्यकर्ता G Accountant- लेखाकार/मुंशी Accounting entry- लेखांकन प्रविष्टि Accounting principal- लेखांकन प्रिंसिपल/प्रधानाचार्य Accounting standard- लेखांकन मानक Accounting system- लेखांकन प्रणाली Accounting data- लेखांकन जानकारी Accountability- जबाबदेही

Account book- खाता बही Upward- ऊपर की ओर Downward- नीचे की ओर Invoice- बीजक बनाना Pay- वेतन/चुकाना Payable- देय/जमा करना जो बाकि हो चुकाने योग्य Payer/ payee- भुगतानकर्ता/ देनेवाला Transaction- लेन-देन Payment- भुगतान Statutory- सांविधिक Inform- बताना Financial- आर्थिक/वितीय Financial year- वित्तीय वर्ष Current account- चालू खाता Fixed account- स्थायी खाता Business- व्यापार MPUTER Basic accounting turn- मूल लेखांकन बारी Restore- पुनर्स्थापित करना Main pane- मुख्य फलक/पक्ती Right main pane- दायाँ मुख्य फलक/पक्ती Left main pane- बायाँ मुख्य फलक/पक्ती Appearance- उपस्थिति/दिखावट Version- संस्करण/रूप Currency symbol- मुद्रा प्रतीक Inventory- सूची/भंडार Info- जानकारी

Suspense account- दुविधाखाता Immovable- अचल Immoveable assets- अचल संपत्ति Security- सुरक्षा Protection- सुरक्षा Secured Ioan- सुरक्षित ऋण Unsecured Ioan- असुरक्षित ऋण Holds- पकड़ना/रोक देना Directory- निर्देशिका Director- निर्देशक Net worth- कुल मूल्य Regional- क्षेत्रीय Regional manger- क्षेत्रीय प्रबंध कर्ता Regional language- क्षेत्रीय भाषा

Accounts Only & Accounts with Inventory

Accounts Only : - किसी कम्पनी या आपूर्तिकर्ता से माल खरीदा या बेचना, लेकिन Accounting में खरीदे या बेचे गए माल की जानकारी रखना जरुरी नहीं है, तो उसे Accounts only कहते है, इसमें केवल कम्पनी का लाभ-हानी, कुल शेष राशी दिखाई देगा।

Accounts Only: - Buying or selling goods from any company or supplier^{, s} but it is not necessary to keep information about the goods purchased or sold in the accounting, then it is called accounts only, it will show only the profit-loss of the company, the total balance amount.

Tally Prime में Company बनाते समय हमारे सामने कुछ इस प्रकार का Features आते है, जिसमे Accounting में Yes रखना होगा और बाकि सब Features को Off रखना होगा, जिसका Shortcut Key F11 है I

While creating a company in Tally Prime, we come across some of these types of features, in which yes has to be kept in the accounting and all the other features have to be kept off, the shortcut key of which is F11.

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Company created successf<mark>ully</mark> होंने के बाद इस तरह का Window Screen दिखाई देगा, नहीं तो आप बाद भी में F11 से Show करा सकते है ।

Such a window screen will appear after the company created successfully, otherwise you can still show it from F11 later.

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Accept करने के बाद हमारे Window Screen पर जो Company हमने बनाया था वह दिखाई देने लगेगा ।

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अब हमारे सामने Gateway of Tally यानि Tally का मुख्य द्वार खुल जाएगा, जिससे हमलोग किसी भी Voucher या Ledger में जा सकते है, ध्यान देने वाली बात है, हम जिस Company में Company features Yes/No करेगे उसी में उसका प्रभाव पड़ेगा, अब हमलोग एक-एक करके Accounting Vouchers के बारे में जानकरी प्राप्त करेगे।

Now the main door of the Gateway of Tally will be opened in front of us, so that we can go to any voucher or ledger, it is worth noting, the company in which we will do yes/no company features will have an effect on it, now we will get information about accounting vouchers one by one.

- (1) Contra Voucher (F4)
- (2) Payment Voucher (F5)
- (3) Receipt Voucher (F6)
- (4) Journal Voucher (F7)
- (5) Sales Voucher /Invoice (F8)
- (6) Credit Note Voucher/Sales Return (ALT+F6)
- (7) Purchase Voucher (F9)

(8) Debit Note Voucher/Purchase Return (ALT+F5)

CONTRA VOUCHER (F4):- अनुबंध चिठ्ठा

- A. CASH TO BANK :- अपने नकद रुपये को अपने ही Bank Account में जमा करते है।
- B. BANK TO CASH :- अपने Bank Account से नकद रुपये निकलते है।
- C. BANK TO BANK :- अपने Bank Account से अपने ही किसी दूसरे Bank Account में रुपये Transfer करना।

This is used to transfer self-amount transfer such as Deposit in Bank, Withdraw from Bank, Transfer amount from one bank to Other Bank.

Contra Voucher								
Description	Records funds transfer between cash and bank a/c.							
Voucher Entry	Account Amount		Amount					
	State Bank of India		Cradit					
	(Bank Accounts)		Credit					
~	Petty Cash	- Dobit						
SHAL	(Cash-in-hand)	Debit	ITER					

For example: -Cash deposit in state bank of India. Rs.-50000/

In Voucher entry mode: - Press F12: Contra Configuration and set the following to Yes:

- Skip the Date field in Create Mode (Faster Entry)
- Use Cr/Dr. instead of To/By during entry
- Warn on Negative Cash Balance
- Show Ledger Current Balances
- Show Balances as on Voucher Date



Gateway of Tally → Alter → Ledger में जाने के बाद Ledger Creation Window खुल जाएगा, जिसका Shortcut Key ALT+C है।

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				2000.00.0			12
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	(Current Assets)	Name	State Back of India Damatics				111
			Gopalgani				h .
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Ledger Creation window खुलने के बाद आप यही से सभी Ledger को बना सकते है।

Ledger's Name	Under
Supplier's (Purchase Party's)	Sundry Creditor
Buyer's (Sales Party's)	Sundry Debtors
Purchase A/c	Purchase Accounts
Sales A/c	Sales Accounts
Cash A/c	Cash In Hand
Bank A/c (SBI, PNB, BOI etc.)	Bank Accounts

Gateway of Tally Voucher Contra Voucher (F4) इसी प्रकार से हम

जिस Voucher में जाने चाहते है जा सकते है, केवल उस Voucher को Select कर ले।

- आप को Tally prime में कुछ विशेष जानकारी हमेशा याद रखना होगा, जो Ledger बनाते समय काफी महत्वपूर्ण होता है।
- You always have to remember some special information in tally prime, which is quite important when creating ledger.
- व्यक्ति कोई Goods & Items खरीदता या बेचता है, तो उसके नाम का Ledger तथा Goods & Items के नाम का अलग – अलग Group के Under बनाना एड़ता है, उसे हम Ledger में जाकर बना सकते है या Purchase और Sale के Voucher में भी बना सकते है।
- If any person buys or sells any goods & items, then his name has to be made under a separate group of ledger and the name of goods & items, we can make it by going to ledger or even in the voucher of purchase and sale.
- For example: अमित कुमार किताब खरीद करके सुमित कुमार को बेच देता है, किताब मूल्य 5000/ हजार का खरीदा और मूल्य 6000/ हजार में बेच देता है, यहा पर अमित कुमार तीन तरीके से खरीद-बिक्री कर सकता है, sundry creditor (purchase), sundry debitor (sale) cash या bank.

• For example: - Amit Kumar buys the book and sells it to Sumit Kumar, the book price is 5000/- Bought and priced at 6000/ On thousand, Amit Kumar can buy and sell in three ways: sundry creditor (purchase), sundry debtors (sale) cash or bank.

Debit/Credit

जब भी कोई सम्पति घटती है...Debit (Whenever an asset decrease. Debit)

जब भी कोई सम्पति बढती है...Credit (Whenever an asset increases. Credit)

TALLY

Cash Balance – 10,000/ Bank Balance – 1,000/

Cash Deposit – 3000 — SBI Bank 3,000/

Cash Balance - 7000

SI

Bank Balance – 4,000/

Cash A/c Debit Rs.-3000/

To SBI Bank A/c Credit Rs.-3000/

Bank Statement

Transaction Date	Instrument Id	Narration	Debit	Credit	Balance
31-Jul-2022		UPI/221210068050/CR/SARIT A/PYTM/aiocomput/UPI	Ī	1000.00	2535.00
02-Aug-2022		UPI/221477807834/DR/Saheb /SBIN/q77703584/viresh	1300.00	2	1235.00
04-Aug-2022		UPI/221660560666/DR/EURON E/ICIC/euronetgp/UPI	479.00		756.00
08-Aug-2022		468910110013346:Int.Pd:01 -05-2022 to 02- 08-2022	-	19.00	775.00
07-Aug-2022		UPI/221961859432/CR/SARIT A/PYTM/aiocomput/UPI	-	1000.00	1775.00
08-Aug-2022		UPI/222094873745/DR/EURON E/ICIC/euronetgp/UPI	<mark>99.00</mark>		1676.00
11-Aug-2022		UPI/222384966459/DR/Mr AM A/CBIN/q80171313/viresh	80.00	2	1596.00
12-Aug-2022		UPI/222483283677/DR/GAYTR I/SBIN/bechusah0/UPI	255.00	×.	1341.00
18-Aug-2022		UPI/223015539519/DR/Anish /UTIB/gpay- 1120/UPI	40.00		1301.00
21-Aug-2022		UPI/223360333402/CR/SARIT A/PYTM/aiocomput/UPI	-	1000.00	2301.00
23-Aug-2022		UPI/223515767841/DR/EURON E/ICIC/euronetgp/UPI	99.00		2202.00
25-Aug-2022		UPI/223737433782/DR//CBIN /nk114745- /viresh	350.00		1852.00
27-Aug-2022		UPI/223924872906/DR/DUMMY /SBIN/401338203/UPI	500.00	-	1352.00

1. CASH TO BANK: - अपने नकद रुपये को अपने ही Bank Account में जमा करते है **For example: -**Cash deposit in state bank of India. Rs.-50000/

Account	Debit	0	Credit	111
State Bank of India	PINUIN	G	50000/	Ľ
To Cash Account	50000/			

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2. BANK TO CASH: - अपने Bank Account से नकद रुपये निकालते है।

For example:-Withdrawing money from the State Bank of India for petty cash.

Account	Debit	Credit
Cash Account		20000/
State Bank of India	20000/	

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3. BANK TO BANK :- अपने Bank Account से अपने ही किसी दूसरे Bank Account में रुपये Transfer करना।

For example: - 3. Transfer Central Bank of India to State Bank of India Rs.-5000/

Account	Debit	Credit
Central Bank of India		10000/
State Bank of India	10000/	

adgiltere	Million .							
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Contra Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Book (A) →

Contra Register (T), Then Alt+F1

TalyPrine	WARE	HACE							
edu	K:Company	<u>Y</u> :Data	ZExchange	<u>G</u> :GeTo	<u>O</u> tinpet	E:Equit Mill	inal <u>P</u> .Pint	F1:Help	
Voucher Reg	ister			Kumar Traders			X	F2:Date	I.
List of All Contri	a Vouchers						1.May-21 to 31-May-21	T 0	÷
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Date F	Particulars				Vch Type	Vch No.	Debit Credit	F4: Voucher Type	
							Anount Anount		
24Vay-21 Cash					Contra	Ť	50,000.30	15	1
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24Vay-21 State	Bank of India				Contra	2	20,000.00	Fi	
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2-May-21 State	Bank of India				Contra	3	10,000.00	Transfer to the	/ <i>P</i>
Cents	al Bank of India	10,000.00 Dr						FR: Columnar	C.

Purchase Voucher (F9)

Purchase Voucher: - इसका उपयोग आपके आपूर्तिकर्ता से खरीद लेनदेन दर्ज करने के लिए किया जाता है यानी क्रेडिट पर लेनदारों, नकद, एटीएम द्वारा, बैंक चेक द्वारा।

This is used to enter purchase transaction from your supplier i.e. creditors on credit, by cash, ATM, by bank cheque.

Purchase Voucher									
Descript <mark>ion</mark>	Rec	ords all purchase							
Voucher Entry	Account	Amount	Amount						
	Supplier's ledger A/c (Sundry Creditor)		Credit						
	Purchase A/c for Due (Local Purchases) (Purchase Accounts)	Debit							

For example:-1. Purchase from Hero motor Rs.-20000/ motorcycle on credit.

Account	IA Debit	Credit C
Hero motor A/c		20000/-
Motorcycle A/c (Purchase A/c)	20000/-	0 1 1 1 0 1 0

यहा पर जो खरीद Due की जाएगी , कम्पनी के Credit पर तो आपूर्तिकर्ता के नाम से Ledger बनेगा,जिसको हमें Sundry Creditor के Under में रखेगे।

Here, the purchase that will be due, on the credit of the company, the ledger will be made in the name of the supplier, which will keep us under the Sundry Creditor.

Goods Purchase Due के लिए जो Ledger बनेगा उसे हम Purchase Account के Under बनाएगे, Purchases तीन प्रकार से करेगे, Due के लिए के Purchase A/c Due, नगद के लिए नगद रुपया और बैंक द्वारा चेक या ATM का प्रयोग कर सकते है।

We will make the ledger for goods purchase due under the purchase account, the purchases will be made in three ways, the purchases are made a/c due for the due, the cash for the cash and the cheque or ATM can be used by the bank.

For example: - 1. Purchase from Hero motor Rs.-20000/ motorcycle on credit.



SHARMSales Voucher (F8) PUTER

Sales Voucher: - इसका उपयोग आपके ग्राहक को बिक्री लेनदेन दर्ज करने के लिए किया जाता है यानी क्रेडिट पर, नकद द्वारा, एटीएम द्वारा, बैंक चेक द्वारा देनदारों को।

This is used to enter sales transaction to your customer i.e. debtors on credit, by cash, by ATM, by bank cheque.

For example:-1. Sales to Honda motor Rs.-25000/ motorcycle on credit.

SH/

Account	Debit	Credit
Honda motor	25000/-	
Motorcycle A/c (Sales A/c)		25000/-
RMA COMPUTER & TYPING	G INSTITUTE	-

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यहा पर जो Sale Due की जाएगी , कम्पनी में ग्राहक के नाम से Ledger बनेगा,जिसको हमें Sundry Debtors के Under में रखेगे I

Here, the sale that will be due will be made in the name of the customer in the company, ledger will be made, which will keep us under sundry debtors.

Goods Sale बाकी के लिए जो Ledger बनेगा उसे हम Sales Account के Under बनाएगे, Sales तीन प्रकार से करेगे, Due के लिए के Sale A/c Due, नगद के लिए नगद रुपया और बैंक द्वारा चेक या ATM का प्रयोग कर सकते है।

We will make the ledger for the due of the goods sale under the sales account, the sales will be done in three ways, the sale A/c due for the due, the cash for the cash and the cheque or ATM can be used by the bank.

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Sales Voucher							
Description	R	ecords all sales					
Voucher Entry	Account	Amount	Amount				
	Buyer's ledger A/C. (Sundry Debtors)	Debit					
	Sale A/c for Due (Local Sales) (Sales Accounts)		Credit				

Purchase Voucher और Sales Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally > Profit & Loss A/c. > Purchase A/c. or Sales A/c.



Accounting Invoice में Purchase और Sales करके हमने Profit & Loss को समझा अब, As Voucher में Purchase और Sales करेगे जिसमे हमने बाकि खरीद के लिए Purchase A/c और बाकि बेचने के लिए Sale A/c का उपयोग करेगे, नगद खरीद-ब्रिकी के लिए Cash A/c. & Bank A/c का उपयोग करेगे।

By purchasing and selling in accounting invoice, we understood profit & loss. Now, we will buy and sell in as voucher in which we will use Purchase A/c for the due of the purchase and Sale A/c for the due of the sale, cash A/c. & Bank A/c for cash purchase and sale.

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For Example: - 1. Purchase from India P.LTD. Rs. -2000/- on credit.

Account	Debit	Credit
India P.LTD. A/c.		2000/-
To Purchase A/c.	2000/-	

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For Example: - 2. Purchase from NTPC Rs.-5000/- by cash.

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Account	Debit	Credit
Cash A/c. (NTPC)		5000/-
To Purchase A/c.	5000/-	

For Example: - 3. Purchase from ONGC Rs.-3000/- by SBI cheque.

Account	Debit	Credit
SBI A/c. (ONGC)		3000/-
To Purchase A/c.	3000/-	

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Purchase Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Books (A)→

Purchase Register (P)

Sale Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally \rightarrow Display More Reports (D) \rightarrow Account Books (A) \rightarrow

Sales Register (S)

Sales Voucher

For Example:- 1. Sales to BPCL Rs.-2500/-on credit.

Account	Debit	Credit
BPCL A/c.	2500/-	
To Sales A/c.		2500/-

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For Example:- 2. Sales to HPCL Rs.-4000/- on by cash.

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For Example:- 3. Sales to Royal P.LTD. Rs.-7000/- on by SBI Bank cheque.

Account	Debit	Credit
SBI A/c. (Royal P.LTD)	7000/	
To Sales A/c.		7000/



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Payment Voucher (F5)

Payment Voucher: - इसका उपयोग किसी भी प्रकार के खर्चो को दर्ज करने और लेनदार को भुगतान करने के लिए किया जाता है, (CASH & BANK)

This is used to enter any type of expenses and paid to creditor. (CASH & BANK)

	Payment Vou	icher	
Description	Records all b	ank and cash page	yments
Voucher <mark>Entr</mark> y	Account	Amount	Amount
	Ledger A/c paid India P.Ltd (Sundry Creditor)	Debit	
	Bank or cash Account State bank of India (Bank Account)		Credit

For example: - 1. Paid to India P.LTD. Rs. - 2000/- by cash.



Description	Becords all b	ank and cash nay	monts
Voucher Entry	Account	Amount	Amount
	Ledger A/c paid Conveyance Postage (Indirect Expenses)	Debit	
	Bank or cash Account Patty Cash (Bank Ac <mark>cou</mark> nt)		Credit

For Example: -2. Conveyance Rs.-300 and Postage Rs.-500/-

Conveyance Rs.-300/-Dr (वाहन)

Postage Rs.-500/-Dr (डाक)

To Petty Cash A/c. Rs.-800/

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Payment in Single Entry mode By-Cash

Payment in Double Entry mode By-State Bank of India



For example: -3. Paid to Telephone Bill Rs.-27000/-

Warn on Negative Cash Balance: -

जब नकारात्मक नकद शेष पर चेतावनी F12 भुगतान कॉन्फ़्रिंगरेशन में हॉं करने के लिए सेट किया गया है, तो नकद शेष शून्य है, तो उदाहरण के लिए, कैश लेज़र खाते में कोई शेष राशि नहीं होती है. टेलीफोन व्यय के लिए Rs.-27000 रुपये का भुगतान किया जाना है। भुगतान करने की प्रक्रिया में, टैली प्राइम प्रविष्टि स्वीकार करते समय एक चेतावनी प्रदर्शित करता है।

Tally Prime display if the cash balance is NIL when Warn on Negative Cash Balance is set to Yes in the F12 Payment Configuration. For example, a cash ledger account has no balance. A payment of Rs.-27000 towards Telephone expenses is to be made. In the process of making the payment, Tally Prime displays a warning at the time of accepting the entry.

Payment Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Books (A)→

Payment Register (Y)

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SHARMA COMPUTER

A N D RECEIPT VOUCHER (F6) (प्राप्ति) U T E

RECEIPT VOUCHER :- इस Voucher का मतलब व्यापार (Business) में पैसे को प्राप्त करना होता है, जिसमे धनराशि दो तरीके से प्राप्त होता है, (i) Cash in Hand (ii) Bank में जमा होता है, यह धनराशि कही से भी आ सकती है, जैसे की मेरे देनदार (Sundry Debtors) से या माल (Goods) के Sales से करने से जो धनराशि प्राप्त होती है, उसकी Entry Receipt Voucher में की जाती है।

RECEIPT VOUCHER:- This voucher means to receive money in business, in which the money is received in two ways, (i) Cash in Hand (ii) is deposited in the bank, this amount can come from anywhere, such as from my debtors or from the sales of goods.

	Receipt Voucher									
Description	Records all receipts i	nfo bank or ca	sh accounts							
Voucher Entry	Account	Amount	Amount							
	Ledger account Receiving BPCL (Sundry Debtors)		Credit							
-	Bank or cash account Petty Cash (Bank Account)	Debit								

For Example: -1. <u>Receive from BPCL Rs.-2500/- by cash.</u>

Account	Debit	Credit
Cash Account	500/	
To BPCL		500/

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Account	Debit	Credit
State Bank of India	2000/	
To BPCL		2000/

For Example: -2. <u>Receive from BPCL Rs.-2000/- by Bank cheque.</u>

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	Deposit Account	Debit		
	-			

For Example: - 1. Receives a bank interest has been credited to its deposit account Rs.-2000/-

Account	Debit	Credit
State Bank of India	2000/	
Bank Interest A/c.		2000/

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Receipt Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Books (A)→

Receipt Register (R)

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Journal Voucher (F7)

इसका उपयोग देनदार द्वारा लेनदार को भुगतान किए गए लेन-देन कंपनी के समायोजन, निश्चित परिसंपत्तियों के मूल्य का अवमूल्यन, खरीद वापसी, बिक्री वापसी आदि के लिए किया जाता है।

Account	Debit	Credit
India P.Ltd	5000/	
To BPCL		5000/

This is used to adjustment of the transactions company as paid to creditor by debtor, devaluation the value of fixed assets, purchase return, sales return etc.

For example: - 1. Paid to India P.LTD by BPCL Rs-5000/

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Journal Register (J)

For Example: -1. Purchase Laptop from Reliance Mart Rs.25000/-

Particulars	Debit	Credit
Laptop A/C.	25000	
Reliance Mart A/C.		25000



(Reliance Mart A/c under – Sundry Creditors)

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For Example: - 2. Depreciation the value of Laptop Rs.-5000/-

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SHARMA COMPUTER

Debit Note Voucher/Purchase Return (ALT+F5)

Debit note voucher (ALT+F5):- इसका उपयोग किसी आपूर्तिकर्ता द्वारा माल के क्षतिग्रस्त होने या अधिक चार्ज करने पर खरीद रिटर्न के लिए दर्ज करने के लिए किया जाता है।

Debit note voucher (ALT+F5):- This is used to enter for purchase returns when goods damage or over-charging by a supplier.

For example: - 1. Purchase return to Hero motor Rs.-2000/-

Account	Debit	Credit
Hero motor A/c.	2000/	
To Purchase A/c.		2000/
(Purchase return)		2000/

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Debit Note Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally \longrightarrow Display More Reports (D) \longrightarrow Account Books (A) \longrightarrow

	Debit Note Vouc	her	
Description	Records debit note entry for pu by a su	rchase returns c ıpplier	or over-charging
Voucher Entry	Account	Amount	Amount
	Supplier's ledger account Hero motor(Sundry Creditor)	Debit	
	Purchase A/c		
	(Purchase Accounts)		Credit
	(Local Purchase)		

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Debit Note Register (D)

Credit Note Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Books (A)→

Credit Note Register (E)

	Credit Note Vou	Icher	
Description	Records credit note entry for cha	sales returns or o rging	customer over-
Voucher Entry	Account	Amount	Amount
	Buyer's ledger account Honda Motor (Sundry Debtors)	15	Credit
	Sales A/c (Sales Accounts) (Local Sales)	Debit	

SHARMA COMPUTER

Credit Note Voucher/Sale Return (ALT+F6)

Credit Note Voucher (ALT+F6):- इसका उपयोग आपके ग्राहक से विक्रय वापसी दर्ज करने के लिए किया जाता है, जब माल क्षति या स्टॉक जो गलत तरीके से आपूर्ति की गई थी ।

Credit Note Voucher (ALT+F6):- This is used to enter sales return from your customer, when goods damage or stock that was incorrectly supplied.

Account	Debit	Credit
Honda Motor A/c		2000/
To Sales A/c. (Sales return)	2000/	



SHARMA COMPUTER

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<u>Balance Sheet:</u> - यह सक्रिय कंपनी की देनदारियों और परिसंपत्तियों के रूप में सक्रिय कंपनी की वित्तीय स्थिति प्र<mark>दर्शित</mark> करता है।

10

Balance Sheet: - It displays financial condition of active company as Liabilities and Assets of active company.

Process

Gateway of Tally > Balance sheet (B)

TallyFree	MANUEL								
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Process to change appreance of Balance Sheet > Press (F12)

Again set Yes/No as your required

Show Percentages	: No
Exclude Accounts with zero Closing Balance	: No
Format of Report	: Condensed
Show Vertical Balance Sheet	: No
Show Loss also under Liabilities	: No
Method of showing Balance Sheet	: Liabilities / Assets
Display name for Ledgers and Groups	: Name Only
Show Base Currency	: No

<u>Profit and Loss A/c:-</u> इसका उपयोग <mark>सक्रि</mark>य कंपनी के लाभ और हानि विवरण जैसे कुल खरीद, बिक्री, कुल लाभ और हानि, कुल व्यय और शुद्ध लाभ और हानि प्रदर्शित करने के लिए किया जाता है।

Profit and Loss A/c:- This is used to display <u>Profit And Loss Statement</u> of active company such as total purchase, sales, gross profit and loss, total expenses and net profit and loss.

Process

Gateway of Tally > Profit And Loss A/c

DU Particulars	E-Company	10044								
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Display: - It provides some menu-item such as Trail Balance, Day Books, Account Books, Statement of Accounts, Inventory Books, Statement of Inventory, Cash/Funds Flow, Receipts and Payments, List of Accounts, Exception Reports, Quit.

Process

Gateway of Tally > Display

Trial Balance: - परीक्षण शेष, डेबिट और क्रेडिट दोनों की शेष राशि की सूची की एक अनुसूचित अनुसूची है, जो या तो शेष राशि या डेबिट और क्रेडिट का कुल हो ।

<u>Trial Balance:</u> - Trial Balance is a scheduled of list of the balance both debit and credit, which so either the balance or total of debit and credit.

Process

Gateway of Tally > Display More Reports > Trail Balance

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Day Book: - यह सभी लेनदेन को प्रदर्शित करता है यानी विशेष तिथि या अवधि के सभी वाउचर लेनदेन जैसे बिक्री, खरीद, भुगतान, रसीद, कॉन्ट्रा, जर्नल आदि।

Day Book: - It displays all transaction i.e. all voucher transaction of particular date or period such as sales, purchase, payment, receipt, contra, journal etc.

TALLY

Process

Gateway of Tally > Display More Reports > Day Books

Tabl	Million Co.										- 3 K
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<u>Accounts with Inventory</u>: - इसका उपयोग स्टॉक आइटम (माल का नाम), माप की इकाई (pcs, dozen, box, किलोग्राम, लीटर), स्टॉक-समूह, गोदाम, स्टॉक-श्रेणी, दर, मात्रा आदि के साथ सभी वित्तीय लेनदेन को बनाए रखने के लिए किया जाता है। इन्वेंट्री स्वचालित के साथ खाता स्टॉक खोलने और स्टॉक मूल्य को बंद करने की गणना करता है। इसलिए हम कह सकते हैं कि इन्वेंट्री वाले खाते टैली का अधिक शक्तिशाली कार्य प्रणाली है।

Accounts with Inventory: - This is used to maintain all financial transaction with stock items (goods name), Unit of measure (pcs, dozen, box, kg, liter), Stock-group, Godown, Stock-category, rate, quantity etc. Account with inventory automatic calculates opening stock and closing stock value. So, we can say that Accounts with inventory is the more powerful working mode of Tally.

Process to set Accounts with Inventory

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✤ Gateway of Tally > Press F11 > Accounting Features > Set "Yes" to Maintain Inventory.

अगर आपलोग चाहे तो GST, TDS और VAT इत्यादि Yes कर सकते है, लेकिन सिखने के लिए एक-एक Accounting features Yes करना काफी आसान होगा।

If you want, you can yes GST, TDS and VAT etc. But it will be very easy to yes one by one accounting features to learn.

<u>Inventory Info: -</u> यह कुछ मेनू आइटम <mark>जैसे</mark> स्टॉक समूह, स्टॉक आइटम, माप की इकाई, वाउचर प्रकार, स्टॉक श्रेणियॉं, गोदाम प्रदान करता है।

<u>Inventory Info: -</u> It provides some menu-items such Stock Groups, Stock Items, Unit of Measure, Voucher Types, Stock Categories, Gowdowns.

Process

Gateway of Tally > Inventory Info

<u>Stock Group: -</u>यह इन्वेंट्री इन्फो मेनू का हिस्सा है, जिसमें उपयोगकर्ता स्टॉक-आइटम का नया समूह यानी माल का समूह बनाता है, जिसे आपकी कंपनी खरीद और बिक्री के लिए उपयोग करती है। जैसे: - एलजी, INTEX, HP, MICROSOFT, नोकिया आदि परिवर्तन (बदलें) और मौजूदा स्टॉक समूह प्रदर्शित करें।

A. Stock Group: - It is the part of inventory info menu in which user create new group of stock-item i.e. group of goods that your company use for purchase and sales. Like: - LG, INTEX, HP, MICROSOFT, NOKIA etc. alter (Change) and display existing stock group.

Gateway of tally > Create > (Inventory Masters) > Stock Group

<u>B. Stock Categories:</u> -यह इन्वेंट्री इन्फो मेनू का वह हिस्सा है, जिसमें उपयोगकर्ता द्वारा स्टॉक आइटम की नई श्रेणियां बनाने के लिए उपयोग किया जाता है जो कंपनी द्वारा कीबोर्ड, माउस, मॉनिटर, प्रिंटर आदि जैसे बिक्री और खरीद के लिए उपयोग करते हैं और मौजूदा स्टॉक श्रेणियों को बदलते हैं (बदलें) और प्रदर्शित करते हैं।

B. Stock Categories: - It is the part of Inventory info menu in which is used to create new categories of stock item by user that use by company for sale and purchase such as keyboard, mouse, monitor, printer etc. and alter (Change) and display existing stock categories.

Process

Gateway of tally > Create > (Inventory Masters) > Stock Categories

<u>C. Unit of Measure: -</u> यह इन्वेंट्री इन्फो मेनू का वह हिस्सा है, इसका उपयोग उन वस्तुओं के मापने की नई इकाई बनाने के लिए किया जाता है, जो बिक्री और खरीद पर उपयोग करते हैं, जैसे कि PCS, किलोग्राम, ग्राम, बॉक्स आदि और माप की मौजूदा इकाई को भी बदलते हैं (बदलें) और प्रदर्शित करते हैं।

<u>C. Unit of Measure:</u> - It is the part of inventory info menu. This is used to create new unit of measurement of goods that use at sale and purchase such as pcs, kg, gram, box etc. and also alter (Change) and display existing unit of measurement.

There are two types of unit of measurement. (माप की इकाई दो प्रकार की होती है)

1. Simple Unit: - इसका उपयोग बिक्री/खरीद जैसे किलोग्राम, जोड़ा, PCS आदि को मापने के लिए स्टॉक आइटम की एकल इकाई बनाने के लिए किया जाता है।

<u>1. Simple Unit:</u> This is used to create single unit of stock item to measurement at sale/purchase such as kg, pair, pcs etc.

Process

Gateway of tally > Create > (Inventory Masters) > Unit of Measurement

2. Alternate Unit: - इसका उपयोग दो सरल इकाइयों के बीच संबंध बनाने के लिए किया जाता है, जैसे कि 12 pcs. में से एक दर्जन, 2 pcs.का बराबर(एक जोड़ा),1000 ग्राम का एक किलो आदि।

<u>2. Alternate Unit: -</u> This is used to create relation between two simple units such as one dozen of 12 pieces, par of 2 pieces, one kg of 1000 grams etc.

Process

Gateway of tally > Create > (Inventory Masters) > Unit of Measurement > Stock Item Creation > Alternate units

<u>D. Godown: -</u> यह इन्वेंट्री इन्फो मेनू का हिस्सा है, जिसमें हम गोदाम का नया स्थान बनाते हैं, रॉयल कॉम्प्लेक्स, पटना कॉम्प्लेक्स आदि जैसी जरूरतों के अनुसार बदलते हैं और प्रदर्शित करते हैं।

D. Godown: - It is the Part of inventory info menu, in which we create new location of godown, alter and display according to needs such as Royal complex, Patna complex etc.

Process

Gateway of tally > Create > (Inventory Masters) > Godown

<u>E. Stock Items</u>: -___यह इन्वेंट्री इन्फो मेनू का हिस्सा है, जिसमें स्टॉक आइटम का नया नाम बनाने, मौजूदा स्टॉक आइटम को बदलने और प्रदर्शित करने के लिए उपयोग किया जाता है जो बिक्री और खरीद की आपकी कंपनी का उपयोग करता है, यानी नोकिया 1100 मोबाइल, नोकिया 55055 मोबाइल, टाटा नेक्सॉन ईवी 1 कार, टाटा पंच सी 01 कार, एलजी एलईडी टीवी 19", एलजी एलईडी टीवी 21",जैसे सामानों का नाम बनाएं।

E. Stock Items:-It is the part of inventory info menu, in which is used to create new name of stock item, alter and display existing stock item that use your company of sale and purchase I.e. create name of goods such Nokia 1100 mobile, Nokia 55055 mobile, Tata nexon EV1 car, Tata punch C01 car, LG LED TV 19", LG LED TV 21".

Process

Gateway of tally > Create > (Inventory Masters) > Stock Item

Stock Item Creation			Aio Computer Zone
Name : <mark></mark> (alias) :			
Under Category Units	Primary Not Applicable Not Applicable	Statutory Details GST Applicable Set/Alter GST Details Type of Supply Is inclusive of duties and taxe Rate of Duty (eg 5)	: ◆ Applicable : No : Goods :s : :
	Q Opening Balance	uantity Rate per V	/alue

अब हमलोग समझेगे की Group, Category, Unit और गोदाम कैसे बनाते है ।

Now we will understand how to build groups, categories, units and warehouses.

		PURCHASE		
Group	Stock Item Name	Category	S Unit T	Godown
Nokia	Nokia 1100	Mobile	Pcs.	Patna
Nokia	Nokia 55055	Mobile	Pcs.	Gaya
Tata	Tata nexon EV1 car	Car	Pcs.	Jamshedpur
Tata	Tata punch C01 car	Car	Pcs.	Delhi
LG	LG LED TV 19"	TV	Pcs.	Bhopal
LG	LG LED TV 21"	TV	Pcs.	Punjab
Sony	Camera Px-05	Camera	Pcs.	Mumbai
Parle-G MRP 5	Parle-G	Biscuits	Вох	Mumbai

Patanjali	Patanjali Salt 1 Kg.	Salt	Kg.	Goa
Patanjali	Patanjali Biscuits MRP 5	Biscuits	Вох	Haridwar
Haldiram	Haldiram Namkeen mix	Namkeen	Pocket	Jaipur

	PURC	HASE		
Stock Item Name	Group	Category	Unit	
Parle-G MRP 5	Parle-G	Biscuits	Вох	
Parle-G MRP 10	Parle-G	Biscuits	Вох	
Parle-G C+ MRP 15	Parle-G	Chocolates	Вох	
Sugar	Sugar		Qnty	
Parle-G C+ MRP 15 Parle-G Chocolates Box Sugar Sugar Qnty				
Parle-G MR <mark>P 5</mark>	Parle-G	Biscuits	Pcs.	
Parle-G MRP 5	Parle-G	Biscuits	Pcs.	
Parle-G C+ MRP 15	Parle-G	Chocolates	Pcs.	
Sugar	Sugar		Kg.	

		KUMAF	<mark>R ENTE</mark>	RPRIS	SES		
AND	ΤY	GSTIN	GOPALGAN 10AERPG12	IJ 234H1z7	TI	TU	ΤE
Invoice No.	<mark>1241</mark>					Date:	14/07/2022
Name:	Raj I	Kumar				Address: [Dumariya
Item Particulars	Qnty.	Unit/Packing	Net Rate per Unit	HSN Code	GST	Taxable Rate	Taxable Tota
Parle-G MRP 5	5	Box (125 Pcs)	102.50	1234	12%	12.30 +102.50	574
Parle-G MRP 10	3	Box (60 Pcs)	184.00	1234	12%	22.08 +184.00	618.24
Parle-G C+ MRP 15	6	Box (60 Pcs)	187.00	1234	12%	22.44 +187.00	1238.64
Sugar	2	Qntl	3800.00	1234	5%	190	7980

			+3800.00	
		Тс	otal Amount	

Process to Alternate Units:-

 Gateway of tally > Create > (Inventory Masters) > Unit of Measurement > Stock Item Creation > Alternate units

Stock Item Creation			A to Z
Name : Parle-G MR (alias)	RP 5		
Under Category Units Alternate units where	Parle-G Biscults pcs Box 1 Box = 25 pcs	Statutory Details GST Applicable Set/Alter GST Details Type of Supply Reporting UQC Is inclusive of duties and taxes Rate of Duty (eg 5)	Applicable No Goods Not Applicable No 0
	Quantit	y Rate per Valu	Accept ?
	Opening Balance	 Accordance (Constraint) 	No. or No.

Order Processing in Tally Prime

आदेश प्रक्रमण का तात्पर्य आपूर्तिकर्ताओं को खरीदने या बेचने के लिए ग्राहकों से आदेश प्राप्त करने के लिए आदेश देने से है। टैली प्राइम में, ऑर्डर प्रोसेसिंग इन्वेंट्री से जुड़ा हुआ है। ऑर्डर प्रोसेसिंग का उपयोग करके आप स्टॉक आइटम की ऑर्डर स्थिति को ट्रैक कर सकते हैं, जानें कि ऑर्डर किए गए सामान आ गए हैं या नहीं और यह भी जान सकते हैं कि ऑर्डर समय पर वितरित किए गए हैं या नहीं।

Order processing refers to placing orders with suppliers for purchasing them or receiving orders from customers for selling. In Tally Prime, Order Processing is linked to inventories. Using Order processing you can track the order position of a stock item, Know whether the goods ordered have arrived or not and also know whether the orders have been delivered on time.

- 1. Purchase Order Processing
- (a) Purchase Order (CTRL+F9)
- (b) Receipt Note (ALT+F9)
- (c) Rejection out (CTRL+F5)
- (d) Purchase Voucher (F9)
- (e) Debit Note (ALT+F5)
- (f) Payment Voucher (F5)

- 2. Sale Order Processing
- (a) Sales Order (CTRL+F8)
- (b) Delivery Note (ALT+F8)
- (c) Rejection in (CTRL+F6)
- (d) Sale Voucher (F8)
- (e) Receipt Voucher (F6)
- (f) Credit Note (ALT+F6)
- 1. Contra Voucher (F4)
- 2. Payment Voucher (F5)
- 3. Receipt Voucher (F6)
- 4. Journal Voucher (F7)
- 5. Purchase Voucher (F9)
- 6. Debit Note Voucher/Purchase Return (ALT+F5)
- 7. Sale Voucher (F8)

8. Credit Note Voucher/Sales Return (ALT+F6)

- खरीद आदेश (CTRL + F9): जब माल की आपूर्ति के लिए आपूर्तिकर्ताओं के साथ आदेश दिया जाता है, तो वस्तुओं, मात्राओं, रसीद की तारीख आदि का विवरण, खरीद आदेश संख्या के साथ उल्लेख किया जाता है, एक बार जब ये सामान प्राप्त हो जाते हैं, तो खरीद आदेश रिसिप्ट नोट में या खरीद चालान में ऑर्डर विवरण के लिए ट्रैक किया जाता है, ऑर्डर की स्थिति को स्टॉक सारांश स्क्रीन में देखा जा सकता है। खरीद आदेश पुस्तिका सभी खरीद आदेश को सूचीबद्ध करती है।
- Purchase Order (CTRL+F9) :- When the order is placed with the suppliers for the supply of goods, the details of items, quantities, date of receipt etc., are mentioned along with the Purchase Order Number. Once these goods are received, the Purchase Order is tracked for the order details in the receipt note or in the purchase invoice. The order position can be seen in the stock summary screen. The purchase order book lists all the purchase orders placed.

- ट्रैकिंग नंबर:- ट्रैकिंग नंबर का उपयोग चालान (रिसिप्ट नोट / डिलीवरी नोट) को उनके संबंधित बिलों के साथ ट्रैक करने के लिए किया जाता है। यह आमतौर पर चालान संख्या होती है, जिसके साथ टैली अपने बिल को जोड़ता है। यदि आप एक चालान पास करते हैं, तो इन्वेंट्री बुक्स को अपडेट किया जाएगा, लेकिन जब तक आप इस चालान के खिलाफ बिल पारित करते हैं, तब तक अकाउंट बुक्स अपडेट नहीं की जाएंगी।
- Tracking Number: Tracking Number is used to track the challans (receipt note/delivery note) with their respective bills. It is normally the Challan number with which tally links its bill. If you pass a challan, inventory books will be updated but accounts books will not be updated as long as you pass the bill against this challan.

Process to open purchase order voucher screen:-

Gateway of Tally > Vouchers > Press F10 (Other Vouchers) > Show Inactive >
 Type or select Purchase Order, OR

Type of select Pure	liase of def. OK	n l	List of Voucher Types	
List of Voucher Types Accounting Vouchers Contra Credit Note Debit Note Journal Payment Purchase Receipt	Create Show Inactive F4 Alt+F6 Alt+F5 F7 F5 F9 F6	G	List of Voucher Types Accounting Vouchers Contra Credit Note Debit Note Journal Memorandum Payment Purchase Receipt Descript	Create Hide Inactive F4 Alt+F6 Alt+F5 F7 F5 F9 F6
Sales Inventory Vouchers Delivery Note Physical Stock Receipt Note Stock Journal	F0 F8 Ctrl+F8 Ctrl+F7 Alt+F9 Alt+F7		Reversing Journal Sales Inventory Vouchers Delivery Note Material In Material Out Physical Stock Receipt Note	F8 Alt+F8 Ctrl+F7 Alt+F9
You need to activate the Purchase Activate now?	Order voucher type.	E	Rejections In Rejections Out Stock Journal Order Vouchers Job Work In Order Job Work Out Order Purchase Order	Ctrl+F6 Ctrl+F5 Alt+F7 Ctrl+F9
			Payroll Vouchers Attendance	Curro

Gateway of Tally > Voucher Type > Type of select Purchase Order. OR

Note: This is used to any Voucher Type alterations. Select type of oucher Advention Perchase Order Protocer Pointing No Select type of oucher Advention Perchase Order Protocer Pointing No Select type of oucher Advention Perchase Order Protocer Pointing No Data difficit data for oucher 3 No No Selection Select type of oucher Advention No Selection No Data difficit data for oucher 3 No No Selection No Data difficit data for oucher 3 No No Selection No Mode sensition if oucher Patra GSTINUUN: No Selection No Also Computer Zone Patra GSTINUUN: 1 1 Shell for Reference No & Data Other References Bus Consignere (SHip to) Also Computer Zone Patra GSTINUUN: 10ABCDE1234B121 State Name Shell for References Description State Name Description of Goods Due on Quantity Rate Patra Supplier (Bil from) Shee Ram Mobile Mobiani ISTINUN: 10ABCDE1234B141 State Name Description of Goods Due on Quantity Rate Per Amount I Nokia 1100 1/Asy-21 100 pos 1,00.000 <td< th=""><th>voucher Type Alteration</th><th></th><th></th><th>Alo Co</th><th>omputer Zon</th><th>•</th><th></th><th></th></td<>	voucher Type Alteration			Alo Co	omputer Zon	•		
Prichas Order Abreadon Abreadon Abreadon Abreadon Abreadon Abreadon Maketion data for outbra Maketion data for outbra	Name : Purchase Order	Note: -Th	is is used to a	any Vou	cher Ty	pe a	Iterations.	
Invoice To Aio Computer Zone Patna GST IN/UIN: 10ABCDE1234B121 State Name : Bihar, Code : 10 Consignee (Ship to) Aio Computer Zone Patna GST IN/UIN : 10ABCDE1234B121 State Name : Bihar, Code : 10 Supplier (Bill from) Shree Ram Mobile Motihari GST IN/UIN : 10ABCDE1234B1M1 State Name : Bihar, Code : 10 Supplier (Bill from) Shree Ram Mobile Motihari GST IN/UIN : 10ABCDE1234B1M1 State Name : Bihar, Code : 10 Supplier (Bill from) Shree Ram Mobile Motihari GST IN/UIN : 10ABCDE1234B1M1 State Name : Bihar, Code : 10 Si Description of Goods Due on Quantity Rate per Amount 1 Nokia 1100 1-May-21 100 pcs 1,000.00 pcs 1,000.00	General Select type of voucher Abbreviation Activate this Voucher Type Method of voucher Type Use advanced configuration Use effective dates for vouchers Allow zero-valued transactions Make this voucher type as 'Optional' by default Allow narration in voucher Enable default accounting allocations	Purchase Order Purc Order Yes Automatic No No No Yes	Print voucher after san Default jurisdiction	Printing No No			Name of Clas	
Supplier (Bill from) Shree Ram Mobile Mothari GST IN/UIN : 10ABCDE1234B1M1 State Name : Bihar, Code : 10 Si Description of Goods No. 1 Nokia 1100 1-May-21 1 Nokia 1100	Invoice To Aio Computer Zone Patna GST IN/UIN: 10ABCDE1234B1Z1 State Name : Bihar, Code : 10 Consignee (Ship to) Aio Computer Zone Patna GST IN/UIN : 10ABCDE12; State Name : Bihar, Code :	34B1Z1	Voucher No. 1 Reference No SRM-1 Dispatched th Bus Terms of Deliv 30	. & Date. rough reny	Dated 1-May Mode/T Cash Other F Bank Destina Patna	- 21 Terms o Referen	f Payment ces	
1 Nokia 1100 1-May-21 100 pcs 1,000.00 pcs 1,000.00	Supplier (Bill from) Shree Ram Mobile Motihari GSTIN/UIN : 10ABCDE12 State Name : Bihar, Code : SI Description of No.	34B1M1 10	Due on	Quantity	Rate	per	Amount	
	1 Nokia 1100		1-May-21	100 pcs	1,000.00	pcs	1,00,000.00	
							.,,	

Step: - 1. Purchase Order Entry

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Purchase ledger	Parchase AV									1 Carried
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Ankia 1109								100 pcs 1,000,00	pcs 1,00,080.00	PR. Junet.
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Purchase Order की Entry को देखने के लिए संक्षेप में,

SHARMA COMPUTER & TYPING INSTITUTE

***** Gateway of Tally **>Display More Reports** (D) **>Statement of** Inventory (E) > Purchase Order Outstanding (P) > All Order (O)

TallyPinne	MANCE									
DU	K:Corpany	Y:Data	Z:Exchange	fi:Ga To	Qimpet	E:Export	ME	inal	P.Por	
rder Details				Alo Computer Zone						×
urchase Order	rs(Due Only)							15	Apr-21 to	1-May-21
Data Order Nambo	Name of Item					Ordered Quantity	Balance Quantity	Rate (Dire: %)	Value	Due on (overdae)
rchase Orders	Outstanding:									
Nby-21 SRM-1 Pat	Nokis 1100 he					100 pcs	100 pcs	1,000.00	1,00,000.00	1-May-21 (0 days)
10	Shree Ham Woble					100 pcs	100 pcs		1,00,000.00	
Stoc Grou Ledg All C Quit	ck Item up ger Orders			गटआप एक-एक करक र और समूह देख सकते हैं l Note:-You can see or Stock Category, Stoc	स्टाक समूह, स ne by one v k Item and	स्टाक अ view S Grou	tock	टाक Grc	आइल oup,	८ म

Receive and Store Goods – (Receipt Note ALT+F9) (माल प्राप्त करे और स्टोर करे)

खरीद आदेश प्रसंस्करण में, दूसरी गतिविधि आदेशित वस्तुओं की प्राप्ति और भंडारन है। जब कोई माल प्राप्त होता है तो रिसीप्ट नोट आइटम संख्या, विवरण (यदि कोई हो), माप की इकाई और मात्रा दिखाता है। प्राप्त करने वाला विभाग आपूर्तिकर्ता के चालान (रिसीप्ट नोट) पर संदर्भित खरीद आदेश संख्या की तुलना खरीद आदेश फ़ाइल के साथ करता है ताकि यह सत्यापित किया जा सके कि माल का आदेश दिया गया था। माल प्राप्त करने के लिए स्रोत दस्तावेज खरीद चालान है।

In the purchase order processing, second activity is the receipt and store of ordered items. When a goods received then the Receipt note shows the item number, description (if any), Unit of measurement and the quantity. The receiving department compares the purchase order number referenced on the supplier's Invoice (receipt note) with the purchase order file to verify that the goods were ordered. Source document for receiving goods is the purchase Challan.

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Step: - 2. Receipt Note Entry

 Gateway of Tally > Balance Sheet > Current Liabilities > Press Alt+F1 > Sundry Creditor

Note: - Pre-Close Order हम तब करते है, जब खरीद आदेश वाउचर 100 Pcs. का हो और हमारे पास स्टॉक में 90 Pcs. माल बचा हो, तो 10 Pcs. Pre-Close कर सकते है या बाद में दोबारा ऑर्डर कर सकते है।

Note: - Pre-close order we can pre-close when the purchase order voucher is of 100 pcs. And we have 90 pcs. Goods left in stock, and then we can pre-close or re-order later.

 प्री-क्लोज ऑर्डर: - खरीद आदेश वाउचर के परिवर्तन मोड से प्री-क्लोज ऑर्डर बटन पर क्लिक करें या (ALT+W) दबाएं। फिर बंद करने का कारण दर्ज करें और विवरण स्वीकार करने की तारीख। पूरा आदेश रद्द कर दिया गया है।

13

Pre-Close Order: - From the alteration mode of Purchase Order Voucher click on Pre-Close Order button or Press ALT+W Then enter the reason for closure and date accept the details. The entire order has been cancelled.

TadyiTene	Million								
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Onter Details				Ale Computer Zone					F2 Peret
Purchase Order	s(Due Only)						14	pr-21 to 2-Jun-21	F3 Conpany
Cate Order Natiber	Name of Iron					Onlease Guarrity	Balance Sate Generally (Direc 5)	Value Dua of prendice/	Fri Back Igm
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Purchase Order	ts(Due Only)						,	Apr-21 to 2-Jun-2	13 Certains
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Step: -2.a) Pre-Closed order

- Gateway of Tally >Display More Reports (D) >Statement of Inventory (E) > Purchase Order Outstanding (L) > All Orders (O) > ALT+W (Pre-Closed order)
- अस्वीकृति: -जब माल को अस्वीकार कर दिया जाता है, तो अस्वीकृति उन समायोजनों को रिकॉर्ड करती है जो आपूर्तिकर्ता द्वारा माल वापस लेने के लिए सहमत होने के बाद अनुरोध किए जा रहे हैं।
- Rejection out: -When goods are rejected, the Rejection out records the adjustments being requested after the supplier agrees to take back the goods.

Step: - 3. Rejection out Entry

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 Gateway of Tally > Display More Reports (D) > Statement of Inventory (E) > Purchase Order Outstanding (P) > All Order (O) > Rejections Out

Step: - 4. Purchase Voucher Entry - Purchase from Shree Ram Mobile Rs.- 80,000/- on credit.

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Gateway of Tally > Display More Reports (D) > Account Books (A)
 > Purchase Register (P)

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Step: - 5. Debit Note Voucher/Purchase Return Entry Rs.-5000/-

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Step: - 5. Payment Voucher (F5) Entry by cash.

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Step: - 5.(a) Payment Voucher (F5) Entry by SBI cheque.

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2. Sale Order Processing

- (a) Sales Order (CTRL+F8)
- (b) Delivery Note (ALT+F8)
- (c) Rejection in (CTRL+F6)
- (d) Sale Voucher (F8)
- (e) Receipt Voucher (F6)
- (f) Credit Note/Sales Return (ALT+F6)
- Sales Order: यह एक तरह का आदेश है, जो किसी ग्राहक द्वारा कुछ उत्पाद वितरित करने के लिए लिया जाता है। एक आम तौर पर आइटम संख्या, मात्रा, कीमतों, और बिक्री की अन्य शर्तों के बारे में जानकारी शामिल है।
- Sales Order: It is an order takes by a customer for deliver some product. A generally contains information about item numbers, quantities, prices, and other terms of the sale.
- Delivery Note/Dispatch of Goods:- बिक्री आदेश प्रसंस्करण में दूसरी व्यावसायिक गतिविधियां खरीदार को ऑर्डर की गई वस्तुओं की डिलीवरी हैं। जब कोई वितरण किया जाता है, तो वितरण नोट आइटम नंबर, विवरण (यदि कोई हो), माप की इकाइयाँ और गोदाम से निकाली जाने वाली मात्रा को दर्शाता है। वितरण विभाग विक्रय आदेश संख्या की तुलना वितरण नोट के साथ करता है, मान लें, निम्नलिखित माल उसी दिन पिछले बिक्री आदेश के खिलाफ वितरित किए जाते हैं।
- Delivery Note/Dispatch of Goods:- The second business activities in Sale order Processing are delivery of the ordered items to the buyer. When a delivery is made the delivery note shows the item number, description (if any), Units of measure and

the quantity to be removed from godown. The delivery department compares the sales order number with the delivery note. Let us assume, the following goods are delivered against the previous sales order on the same day.

S	ALE S	ORDER				
Aio Computer Zone		Voucher No.		Dated		
Patna		1		2-May	-21	
GSTIN/UIN: 10ABCDE1234B1Z1				Mode/T	erms	of Payment
State Name : Bihar, Code : 10				Cash		
		Buyer's Ref./	Order No.	Other F	Refere	nces
Consignee (Ship to)		OMP-1	much	Bank	fice	
Om Mobile P I td		Chip	lough	Ciwan		
Siwan		Terms of Deli	very	orwari		
GSTIN/UIN : 10ABCDE1234W1S1 State Name : Bihar, Code : 10		30 Days				
Buyer (Bill to) Om Mobile P.Ltd Siwan GST IN/UIN : 10ABCDE1234W1S1 State Name : Bihar, Code : 10		-				
SI Description of Goods	HSN/S/	AC Due on	Quantity	Rate	per	Amount
1 Nokia 1100		1-Jun-21	50 pcs	1,500.00	pcs	75,000.00
Total			50 pcs			₹75,000.00
Amount Charge able (in words) NR Seventy Five Thousand Only		[for Al	E. & O. E o Computer Zone
					A	uthorised Signatory

Step: - 1. Sale Order Entry

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Sale Order की Entry को देखने के लिए संक्षेप में,

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 Gateway of Tally > Display More Reports (D) > Statement of Inventory (E) > Sales Order Outstanding (L) > All Order (O)

EDU	K:Company	Y:Data	Z:Exchanger	G:Ge Ta	Otheped	EEget	McErial	Pt Print -	F1:Help
Order Details				Ale Computer Zone					ChBased
Sales Orders(Due	e Only)						1	-Apr-21 to 2-May-21	P2.P000
									F3:Conpany
Date Order Number	Name of Item					Ordered Quantity	Balance Rut Geantity (Dac %	e Value Doelar i joverdae	F4 Stack Item
iales Orders Outst	angut:								FS: Puichase Orders
SMay 21 OMP-1 From	Nokia 1100 Om Mobile P Ltd	Reads				50 pct	41 pcs 1,500.0	0 60,006.00 2 May 21 (0 days)	FR: Age wise
Control of		-jei				50 pca	48 pcs	60,008.80	FC All Orders
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नोट:-आप एक-एक करके स्टॉक समूह, स्टॉक श्रेणी, स्टॉक आइटम और समूह देख सकते हैं l

Note:-You can see one by one view Stock Group, Stock Category, Stock Item and Group.

- प्री-क्लोज ऑर्डर: खरीद आदेश वाउचर के परिवर्तन मोड से प्री-क्लोज ऑर्डर बटन पर क्लिक करें या (ALT+W) दबाएं। फिर बंद करने का कारण दर्ज करें और विवरण स्वीकार करने की तारीख। पूरा आदेश रद्द कर दिया गया है।
- Pre-Close Order: From the alteration mode of Purchase Order Voucher click on Pre-Close Order button or Press ALT+W Then enter the reason for closure and date accept the details. The entire order has been cancelled.

Step: -1.a) Pre-Closed order

 Gateway of Tally > Display More Reports (D) > Statement of Inventory (E) > Sales Order Outstanding (L) > All Orders (O) > ALT+W (Pre-Closed order)

TabyEnke	-															
EDU	K:Cam	pany .)):Data		2:Eechirge		G:GoTa			0.0	nport:	ElEquit	8 4	inal	P.Pm	
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Sales Orders Ou	standing:															
2-May-21 OMP-1	Nokia	1100								50 pcs	50 pcs	t0 pcs	40 pcs	1,500.00	75,000.99	2-May-21 LB does
Reason for Pre	Close	Tene issue,									C/paed pr	2-May-21				(v aija
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Step: - 2. Delivery Note Entry

Delivery Note की Entry को देखने के लिए संक्षेप में,

- Gateway of Tally >Display More Reports (D) >Statement of Inventory (E) > Sale Bills Pending (B) > All Order (O)
- Then (ALT+F1) fully details information

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EDU	<u>8</u> 0	langany .	(:Data	ZExcharge	<u>G</u> :GeTs	Q:lopet	EEqut	ME-mail	PPret		Pt:Heb	
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Sales Bills	Pending								1-Apr-21 to 2-A	lay-21	F3: Company	- le
Date T N	iracking lumber	Name of item					istal Quantity	Pending Quantity	Rate (Olac %)	Value	F4: Stack Item	- Je
Goods Della	vered hut Bill	s not Made :									PS: Puchase Bills	
2May21.1	2	Nokia 1100 To: On Mobile P.Ltd					40 pcs	40 pcs	1,501.00 40	000.00	Pending	1
3	Hay 21 Duh list	e 1 – Aligon (1.500.00				41 pes	A0 pcs	90	/003.00	n.	÷

Rejection In

में अस्वीकृति: - बिक्री आदेश प्रसंस्करण में तीसरी व्यावसायिक गतिविधि माल को अस्वीकार करने के लिए है। कभी-कभी, माल के एक पूरे या हिस्से को ग्राहक द्वारा अस्वीकार कर दिया जा सकता है। किसी वस्तु से भिन्न माल की मात्रा प्राप्त करने के लिए जो आदेशित किए गए थे या क्षतिग्रस्त या अवर माल प्राप्त कर रहे थे। जब माल को अस्वीकार कर दिया जाता है, तो वाउचर में अस्वीकृति



व्यवसाय द्वारा माल वापस लेने के लिए सहमत होने के बाद अनुरोध किए जा रहे समायोजन को रिकॉर्ड करती है।

Rejection in: - The Third business activity in the Sale order processing is to reject Goods. Sometimes, a whole or part of the goods may be rejected by a customer. For receiving a quantity of goods different from what were ordered or receiving damaged or inferior goods. When goods are rejected, Rejection in voucher records the adjustments being requested after the business agrees to take back the goods.

Rejection In की Entry को देखने के लिए संक्षेप में,

Gateway of Tally > Display More Reports (D) > Statement of Inventory (E) > Sale Orders Outstanding (P) > All Order (O)

Then (ALT+F1) > Select, Rejection In fully details information.

Step: - 3. Rejection in Entry

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Step: - 4. Sale Voucher Entry – Sales to Om Mobile P.LTD, Rs.-52,500/ on credit.

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Sale Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Books (A) →

Sales Register (S)

Receipt Voucher (F6)

RECEIPT VOUCHER :- इस Voucher का मतलब व्यापार (Business) में पैसे को प्राप्त करना होता है, जिसमे धनराशि दो तरीके से प्राप्त होता है, (i) Cash in Hand (ii) Bank में जमा होता है, यह धनराशि कही से भी आ सकती है, जैसे की मेरे देनदार (Sundry Debtors) से या माल (Goods) के Sales से करने से जो धनराशि प्राप्त होती है, उसकी Entry Receipt Voucher में की जाती है।

RECEIPT VOUCHER:- This voucher means to receive money in business, in which the money is received in two ways, (i) Cash in Hand (ii) is deposited in the bank, this amount can come from anywhere, such as from my debtors or from the sales of goods.

Step: - 5. Receive from Om Mobile P.LTD. Rs.-25000/- by cash.

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Receipt Voucher की Entry को देखने के लिए संक्षेप में,

Gateway of Tally \longrightarrow Display More Reports (D) \longrightarrow Account Books (A) \longrightarrow

TALLY

Receipt Register (R)

Step: - 5. (a) Receive from Om Mobile P.LTD. Rs.-20000/- by SBI Bank cheque.



Credit Note Voucher/Sales Return की Entry को देखने के लिए संक्षेप में,

Gateway of Tally → Display More Reports (D) → Account Books (A)→

TALLY

Credit Note Register (E)

Day Book: - यह सभी लेनदेन प्रदर्शित करता है, यानी विशेष तिथि या अवधि के लेनदेन के सभी वाउचर जैसे खरीद, बिक्री, भुगतान, रिसीप्ट, कॉन्ट्रा, जर्नल आदि।

Day Book:-It displays all transaction i.e. all voucher of transaction of particular date or period such as purchase, sales, payment, receipt, contra, journal etc.

Process

Gateway of Tally > Display More Reports (D) > Day Book (D)

Then (ALT+F2) > Change Period, all vouchers details information.

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किसी भी Voucher को प्रिंट करने के लिए, सबसे पहले उस Voucher को Click करे।

To print any voucher, first click on that voucher.

	P:Print	F1:Help		Print		
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Process

\$ CTRL+P > Preview (i) > ALT+Z (Zoom)

<u>Assignment</u>

MPUTER

ITUTE

Business starting for total amount Rs-20000/ thousands only.

Cash-in-Hand - Rs.-2000/

State bank of India - Rs.-3000/

Punjab national bank – Rs.-15000/

Total Amount = Rs.-20000/

- 1. Purchase from <u>Shree Ram Mobile</u> 5 Pcs. <u>Nokia 1100</u> with rate per pieces Rs.-1200/ and 2 Pcs. <u>Vivo Y95</u> with per pieces rate Rs.-7000/
- 2. Sales from <u>Om Mobile P.LTD</u>, 5 Pcs. <u>Nokia 1100</u> with rate per piecesRs.-1400/ and 2 Pcs. <u>Vivo Y95</u> with per pieces rate Rs.-7300/
- 3. Paid to Shree Ram Mobile Rs.-10000/ by Punjab national bank.

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- 4. Receive from Om Mobile P.LTD, Rs.-6600/ by State bank of India.
- 5. Paid to Shree Ram Mobile Rs.-5000/ by Om Mobile P.LTD.
- 6. Deposit in State bank of India Rs.-1500/ by cash.
- 7. Sales return from <u>Om Mobile P.LTD</u>, 1 Pcs. Nokia 1100.
- 8. Purchase return from <u>Shree Ram Mobile</u> 1 Pcs. Nokia 1100.

Answer Sheet

		Du	ımariya		
S⊦		Bala 1-Apr-2	nce Sheet 1 to 31-Mar-22		_LY
	Liabilities	as at 31-Mar-22	Assets	as at 31-Mar-22	
	Capital Account		Current Assets	25,200.00	_
	Loans (Liability)		Closing Stock Sundry Debtors	8,600.00	

SHARMA COMPUTER AND TYPING INSTITUTE

GST

Goods and Service Tax (वस्तु एवं सेवा कर)

1.1 Introduction to Tax (कर एक परिचय)

यह सरकार की आय है जो प्रत्यक्ष या अप्रत्यक्ष रूप से स्रोत एकत्र की जाती है। हम कह सकते हैं कि कर भारत की राज्य और केंद्र सरकार द्वारा लगाया गया एक वित्तीय प्रभार है। केंद्र सरकार जो मुख्य कर लगाती है, वे आयकर, सीमा शुल्क, केंद्रीय उत्पाद शुल्क, सीजीएसटी, केंद्रीय बिक्री कर और सेवा कर हैं। राज्य सरकार जो कर लगाती है, उनमें स्टांप ड्यूटी, एसजीएसटी, राज्य उत्पाद शुल्क, भूमि राजस्व, एसजीएसटी और मनोरंजन कर शामिल हैं।

It is the Income of the government which is collected either directly or indirectly source. We can say that a tax is a financial charge imposed by State and Central Government of India. The main taxes that the Central Government imposes are income tax, customs duties, central excise, CGST, central sales tax, and service tax. The taxes that the State Government imposes are stamp duty, SGST, state excise; land revenue, SGST and entertainment tax.

1.2 Types of Tax (कर के प्रकार) OMPUTER

कराधान (कर लगाना) संरचना को दो श्रेणियों में विभाजित किया गया है।

The taxation structure is divided into two categories.

1.2.1 Direct Tax (प्रत्यक्ष कर)

प्रत्यक्ष कर एक ऐसा है, जो किसी एक ही व्यक्ति के ऊपर कर की दायित्व (अंतिम देयता) का निर्धारण करती है, और जिसे किसी अन्य व्यक्ति पर स्थानांतरित नहीं किया जा सकता है। जैसे आयकर, नगरपालिका कर, गृह कर आदि।

A direct tax is one in which the incidence (ultimate Liability) of tax lies to the same person & which cannot be shifted on another person. E.g. Income Tax, Municipal Taxes, House Tax etc.

1.2.2 Indirect Tax (अप्रत्यक्ष कर)

अप्रत्यक्ष कर एक ऐसा है, जिसमें कर की दायित्व (देनदारियां) एक व्यक्ति पर होती है और जिसे दूसरे व्यक्ति पर स्थानांतरित किया जा सकता है। जैसे जीएसटी, वैट, सीएसटी, एक्साइज, सर्विस टैक्स आदि ।

An indirect tax is one in which the incidence (Liabilities) of tax lies to the one person & which can be shifted on another person. E.g. GST, VAT, CST, Excise, Service Tax etc.

1.3 VAT – Value added tax (मूल्य वर्धित कर)

वैट यह बिक्री कर संरचना का प्रतिस्थापन है। यह निर्माताओं, उत्पादकों, खुदरा विक्रेताओं या किसी अन्य डीलर द्वारा भुगतान किया गया कर है, जो माल के में मूल्य जोड़ता है और यह अंततः उपभोक्ता को पारित किया जाता है। यह राज्य के राजस्व के प्रमुख स्रोतों में से एक है। वैट प्रणाली को भारत में प्रत्येक राज्य के सामान्य बिक्री कर कानूनों को बदलकर पेश किया गया था।

VAT It is the replacement of the Sales Tax structure. It is the tax paid by the manufacturers, producers, retailers or any other dealer who add value to the goods and that is ultimately passed on to the consumer. It is one of the major sources of revenue to the state. The VAT system was introduced in India by replacing the General sales tax laws of each state.

1.4 Introduction of GST (जीएसटी का परिचय)

जीएसटी मूल रूप से एक अप्रत्यक्ष कर है जो अधिकांश वस्तुओं और सेवाओं पर लगाए गए अधिकांश करों, वस्तुओं और सेवाओं के निर्माण, बिक्री और खपत पर, राष्ट्रीय स्तर पर एक के तहत लाता है। मौजूदा व्यवस्था में वस्तुओं और सेवाओं पर अलग से कर लगाया जाता है। जीएसटी वस्तुओं और सेवाओं दोनों के लिए निर्धारित कर की एक समान दर पर आधारित एक समेकित कर है और यह खपत के अंतिम बिंदु पर देय है। आपूर्ति श्रृंखला में बिक्री या खरीद के प्रत्येक चरण में, यह कर क्रेडिट प्रणाली के माध्यम से मूल्य वर्धित वस्तुओं की सेवाओं पर एकत्र किया जाता है।

GST is basically an indirect tax that brings most of the taxes imposed on most goods and services, on manufacture, sale and consumption of goods and services, under a single at the national level. In the present system, taxes are levied separately on goods and services. The GST is a consolidated tax based on a uniform rate of tax fixed for both goods and services and it is payable at the final point of consumption. At each stage of sale or purchase in the supply chain, this tax is collected on value-added goods services, through a tax credit mechanism.

1.5 Difference between VAT & GST (वैट और जीएसटी के बीच का अंतर)

वैट और जीएसटी दोनों अप्रत्यक्ष कर हैं, जिनका बोझ अंतिम उपभोक्ता को स्थानांतरित करता है। लेकिन वैट और जीएसटी माल की बिक्री या आपूर्ति के मूल्य पर शुल्क लेगा। लेकिन फिर भी वैट और जीएसटी में कई तरह के अंतर हैं। कुछ अंतर इस प्रकार हैं:-

VAT and GST are both indirect tax whose burden shift final consumer. But VAT and GST will charge on the value of sale or supply of goods. But still, there are many differences between the VAT and GST. Some of the differences are as follows:

1.5.1 Valuation of Goods - VAT (माल का मूल्यांकन)

वैट की गणना के लिए, हम इसके बिक्री मूल्य के आधार पर मूल्य लेते हैं। उत्पाद शुल्क और वैट दोनों बाजार मूल्य में वृद्धि करेंगे और उसी सकल मूल्य (Total Price) के सामान को ग्राहक को बेचा जाता है। उत्पाद शुल्क और वैट सरकार की जेब में चला जाता है, और अतिरिक्त बचा हुआ धन व्यापारी व्यक्ति की जेब में।

For calculating VAT, we take the value on the basic of its sale price. Both Excise duty and VAT will add in market price and on same gross value goods was sold to customer. Excise duty and VAT was gone in the pocket of Govt. and rest in the pocket of business person.

उदाहरण के लिए:- मान लीजिए कि किसी भी वस्तु का बाजार मूल्य -12,000 रुपये है और उत्पाद शुल्क -2000 रुपये है और वैट -3000 रुपये है। फिर ग्राहक से लिया जाने वाला मूल्य रु.-12000+रु. 2000+रु. 3000 = कुल रु.-17,000 है।

For Example: - Suppose Market value of any goods is Rs.-12,000 and excise duty is Rs.-2000 and VAT is Rs.-3000. Then value which will be taken from customer is Rs.-12000+Rs. 2000+Rs. 3000 = Total Rs.-17,000.

1.5.2 Valuation of Goods - GST (माल का मूल्यांकन)

जीएसटी: जीएसटी के मामले में, सभी करों को हटा दिया गया है, केवल जीएसटी माल पर शुल्क लेगा और माल के मूल्य में वृद्धि करेगा। उदाहरण के लिए मान लीजिए कि वस्तुओं का बाजार मूल्य -12,000 रुपये है और जीएसटी 12% है तो 12000 रुपये + 1440 रुपये (12,000 का 12%) = कुल 13,440.

GST: In case of GST, All taxes removed, only GST will charge on Goods & add in the value of Goods. For example suppose that market value of goods is Rs.-12,000 and GST is 12% then Rs.12000+Rs. 1440 (12% of 12,000) =Total 13,440.

क्तुओं की बिक्री पर वैट लगाया जाता है, जबकि वस्तुओं और सेवाओं पर जीएसटी लगाया जाता है।

VAT is charged on Sale of Goods while GST is charged on goods & services.

• वैट बिक्री चालान की तैयारी पर तुरंत माल की बिक्री पर या तुरंत जब माल बिक्री के लिए ले जाया जाता है, तो चार्ज किया जाता है। वस्तुओं के वितरण के अंतिम चरण में वस्तुओं और सेवाओं पर जीएसटी लगाया जाता है। वैट सहित कई अप्रत्यक्ष करों को समाप्त किया जा रहा है और जीएसटी के साथ विलय किया जा रहा है।

VAT is charged on sale of goods immediately up on preparation of Sale Invoice or immediately when goods are moved for sale. GST is charged on goods and services at the end stage of distribution of goods. Many indirect taxes including VAT are being eliminated and merging with GST.

- अगरत में GST 1 July 2017 को भारत सरकार द्वारा लागू किया गया। GST in India was implemented by the Government of India on July 1, 2017.
- * GST Full form Goods & Service Tax. In which goods means (goods). GST Full form - Goods & Service Tax. जिसमे Goods का मतलब माल होता है ।

Partition of Tax between State and Central. (राज्य और केंद्र के बीच कर का विभाजन)

बैट में, केवल राज्य सरकार को राज्य की जनता के कल्याण के लिए अपना पूरा हिस्सा प्राप्त करने का अधिकार है, लेकिन जीएसटी में, जीएसटी की पूरी राशि एक ही राज्य से प्रत्येक बिक्री के लिए दो भागों में एकत्र की जाएगी।

In VAT, only state govt. has right to get its whole share for welfare of state's public but in GST, Entire amount of GST will be collected into two parts for every sale from same state.

* CGST (Central Goods and Service Tax)

यह दी गई जीएसटी दर का आधा होगा और स्वचालित रूप से केंद्र सरकार के खाते में जमा हो जाएगा।

It will be half of given GST rate and will be automatically deposit in Central government account.

* SGST (State Goods and Service Tax)

यह जीएसटी दर का आधा होगा और स्वचालित रूप से राज्य सरकार के खाते में जमा हो जाएगा।

It will be half of given GST rate and will be automatically deposit in State government account.

* IGST (Integrated Goods and Service Tax)

यदि बिक्री एक <mark>ही रा</mark>ज्य से बाहर होगी, त<mark>ो पूरा</mark> जीएसटी **आईजीएसटी** खाते में जमा होगा, जो केंद्र सरकार का खाता है।

If sale will be o<mark>ut of</mark> same State, whole GST will be deposit into IGST account which is Central government account.

* Taxation on Provided Services (प्रदान की गई सेवाओं पर कराधान)

जीएसटी से पहले, हमारे पास वैट और सेवा कर था, जिसे अलग से लिया जाता था, क्योंकि वैट वस्तुओं के लिए है और सेवा कर सेवा के लिए है, जबकि जीएसटी वस्तुओं के साथ-साथ सेवाओं दोनों के लिए है। सेवाओं के लिए, जीएसटी दर 12% और 18% और 28% हो सकती है, जो सेवाओं की प्रकृति पर उल्लिखित हैं। ज्यादातर सेवाओं पर 15 फीसदी जीएसटी लगेगा।

Before GST, we had VAT and service tax which was taken separately as VAT is for goods and service tax is for service while GST is for both goods as well as services. For the services, GST Rate may be 12% and 18% and 28% which are mentioned on the nature of services. Most services are coming under 15% GST.

1.6 GST CODE - GST identification number) (जीएसटी कोड - जीएसटी पहचान संख्या)

जीएसटी के तहत पंजीकरण करने वाली सभी व्यावसायिक संस्थाओं को एक विशिष्ट पहचान संख्या प्रदान की जाएगी, जिसे जीएसटीआईएन या जीएसटी पहचान संख्या के रूप में जाना जाता है। जीएसटीआईएन 15 अंकों का एक विशिष्ट कोड है, जो प्रत्येक करदाता को सौंपा जाता है, जो राज्यवार और पैन आधारित होगा। 15 अंकों के जीएसटीआईएन (वस्तु एवं सेवा कर पहचान संख्या) की संरचना या प्रारूप नीचे दिया गया है: –

All the business entities registering under GST will be provided a unique identification number known as GSTIN or GST Identification Number. GSTIN is a 15 digit unique code which is assign to each taxpayer, which will be State-wise and PAN-based. The structure or format of 15 digits GSTIN (Goods and Services Tax Identification Number) will look like below:-



State Code	State	State Code	State
01	Jam <mark>mu Ka</mark> shmir	06	Haryana
02	Himachal Pradesh	07	Delhi
03	Punjab	08	Rajasthan
04	Chandigarh	09	Uttar Pradesh
05	Uttarakhand	10 10 5 10	BIHAR

For example: - 10ABCDE1234F2Z5

1.7 GST Registration Limits for Businesses

(व्यवसायों के लिए जीएसटी पंजीकरण सीमा)

GST परिषद के अनुसार 40 लाख से अधिक सालाना टर्नओवर वाले कारोबार के लिए GST रजिस्ट्रेशन करना अनिवार्य है । पहाड़ी और पुरोत्तर के राज्यों के लिए टर्नओवर की सीमा 20 लाख रखी गई है । पहले यह सीमा क्रमशः 20 लाख और 10 लाख हुआ करती थी ।

According to the GST Council, GST registration is mandatory for businesses with an annual turnover of more than Rs.-40 lakh. The turnover limit for hilly and post-eastern states has been kept at 20 lakh. Earlier this limit used to be 20 lakh and 10 lakh respectively.
1.8 HSN code in GST

HSN (Harmonised System of Nomenclature) वर्ड कस्टम्स ऑर्गनाइजेशन (WCO) द्वारा विकसित एक बहुउद्देशीय अंतर्राष्ट्रीय उत्पाद नामकरण है। भारत में, HSN कोडिंग का उपयोग वर्तमान में उत्पाद शुल्क, सीमा शुल्क और राज्य मूल्य वर्धित कर (वैट) कानूनों के तहत किया जाता है और अब उत्पादों / वस्तुओं के वर्गीकरण के लिए वस्तु और सेवा कर (GST) कानून के तहत भी उपयोग करने का प्रस्ताव है। इसमें करीब 5,000 वस्तु का ग्रुप शामिल हैं। प्रत्येक छह अंकों के कोड द्वारा मान्यता प्राप्त है, एक कानूनी और तार्किक संरचना में व्यवस्थित है और समान वर्गीकरण प्राप्त करने के लिए अच्छी तरह से परिभाषित नियमों द्वारा समर्थित है। टैक्स इनवॉयस पर HSN कोड घोषित करना होगा और जीएसटी रिटर्न भरते समय इसकी सूचना भी देनी होगी। HSN कोड के लिए वेबसाइट-https://cbicgst.gov.in/gst-goods-services.html लॉगिन करें।

HSN (Harmonised System of Nomenclature) is a multipurpose international product nomenclature developed by the Word Customs Organization (WCO). In India, HSN coding is currently used under Excise, Customs and State value added tax (VAT) laws and is now also proposed to be used under Goods and Services tax (GST) law, for classification of products/goods. It includes around 5,000 commodity groups. Each recognized by a six digit code, organized in a legal and logical structure and is supported by well-defined rules to achieve uniform classification. The HSN code needs to be declared on the tax invoice and also to be reported while filling the GST returns. Login website-https://cbic-gst.gov.in/gst-goods-services-rates.html for HSN Codes

Turnover up to 5 Crores – 4 digits HSN/SAC Codes

Turnover above 5 Crores – 6 digits HSN/SAC Codes

HSN codes of 8 digits are mandatory only in cash of export and imports of goods.

HSN - Harmonised System of Nomenclature

SAC – Service Accounting Codes

1.8 GST rates for Goods: - If the government wants, it can change the GST rate. (सरकार चाहे तो GST दर में परिवर्तन कर सकती है)

0% GST	5% GST	12% GST	18% GST	28% GST
Milk	Spices	Butter	Note Books	Automobiles
Eggs	Теа	Ghee	Cakes	Motorcycles
Fish	Sugar	Tooth Powder	Jams	Dishwasher
Salt	Paste	Bio-Gas	Sauces	АТМ
Sindoor	Namkeen	lodine	Soups	Chocolates
Natural Honey	Soyabean	Umbrella	Ice Cream	Toothpaste
Besan	Milk Powder	Sewing Machine	Camera	Liquid Soap
Printed Books	Face Masks	Lpg Stove	Hair Oil	Photocopier
Newspapers	Pizza Bread	Coloring Books	Smartphone	Fax Machines
Prasad	Sabudana	Picture Books	Soap	Monitor screen
Fresh fruits &	Frozen	Fruits &	Preserved	
Vegetable	Vegetable	Vegetable Juice	Vegetable	

1.9 GST Enabling

> Gateway of Tally > Select Company (F3) > Press F11 > Taxation >Select GST

Shee new helives					
Accounting Maritan Account Enable Gel Centros Enable Cel Centros Enable Cel Centros Enable Marines Calculation Mercentry Integrate Accounts with Investory Enable Techton Processory Enable Sectors Marcen Error Date for Bunches Enable Sectors Date Processory E-stable Oct Tanking E-stable Oct Tanking E-stable Oct Tanking E-stable Oct Tanking E-stable Oct Tanking Use Discount adaret in Investori Use Sectors to Enable Oct	Yes Sriver Yes Sriver Yes Sriver Yes Sriver Yes Sriver Yes Sriver Ne Srivere	conton withe Goots and Surveys Tax (1557) withe Tax Cathoole at Source (1058) with Tax Cathoole at Source (1058) with Stanson withe Emission Tax withe Source Tax withe Source Tax withe Market Discourses for Reports withe Market Discourse for Remote Reports & Spectment agrant mether Physiol Taxino Hamped Discourse Mark Hamped Stansons withe Hamped Discourse Mark Hamped Stansons withe Hamped Stansons with Hamped Stansons with Hamped Stansons with Hamped Stansons with Hamped Stansons	No No Sac No No No No No No No No No No No No No		
		GST Registration Details Bute Registration type Assesses of Other Territory GIT applicable from OSTR4/DR Pensidicity of GITR1	Bihar Regular No 1 Apr 21 10ABCD11236V1K1 Monthly	GST Details Investor Features e-Way Bill applicable Applicable from Threahold limit includes Threahold limit Applicable for intrastete Threahold limit	Yee 1.Apr.21 Invoice value 50,000 Yee 50,000
RMA COMPUTER &	k TYPII	GST Registration Details State Registration type Assesses of Other Territory GIT applicable from OSTRAUPI Periodicky of OSTR1 Additional Features Detailer GST rate details Erable tax labéity on advance receipte Erable tax labéity on advance receipte Erable tax labéity on advance receipte	Bihar Regular No 1 Apr 21 10ABCDE 1234V1K1 Monthly No No	GST Details Investor Features e-Way Bill applicable Applicable from Threated limit Applicable for intrastets Threated limit Print e-Way Bill with invoice e-Invoicing applicable	Yee 1.Apr.21 Invoice value 50.300 Yee 50.300 Yee 50.000 Ke No

1. Type of Purchase (Purchase Accounts)

- (1) Purchase Exempt
- (2) Purchase Interstate Exempt
- (3) Purchase GST

(4) Purchase IGST (Integrated Goods and Service Tax)

1. Purchase Exempt: - जिस वस्तु और सेवा (Service) की खरीद पर कोई भी कर नहीं लगता हो और जो हमने अपने ही राज्य में खरीदी हो, जैसे कम्पनी हमारी बिहार की है और हम बिहार के किसी भी जिले से वस्तु और सेवा (Service) की खरीदी की गई हो।

Purchase Exempt: - The goods and services which are not taxed and which we have purchased in our own state, such as the company is from our Bihar and we have purchased goods and services from any district of Bihar.

<u>a compliter</u>

For Example	e:-Purchase E	Exempt Invo	oice N C	TITU	тс		
Invoice Date	1 T <u>P</u>	01/05/202	21	IIIU	IE		
Invoice Numb	er =	1744					
Party A/C. Na	me =	Shivam S	Super Market				
Party Address	s =	Gopalga	nj near Bank C	Df			
		India, Bil	nar-841423				
GSTIN Number = 10ABCDE1234B1Z1							
Item Name	HSN Code	GST Rate	Qtv	Rate	Amount		

SHARMA COMPUTER & TYPING INSTITUTE

TALLY

Besan 1.kg	1209	0%	10 KGS.	320	3200
Salt 1.kg	1209	0%	10 KGS.	180	1800
				Total	5000

2. Purchase Interstate Exempt: - जिस वस्तु और सेवा (Service) की खरीद पर कोई भी कर नहीं लगता हो और हमने किसी दुसरे राज्य से खरीद की हो, जैसे कम्पनी हमारी बिहार की है और हम उत्तर-प्रदेश (UP) के किसी भी जिले से वस्तु और सेवा (Service) की खरीद की गई हो।

Purchase Interstate Exempt: - The goods and services which are not taxed and we have purchased from another state, such as the company is from Bihar and we have purchased goods and services from any district of Uttar Pradesh (UP).

For Example:-Purchase Interstate Exempt Invoice

Invoice Date	= 01/05/2021	
Invoice Number	= 1729	
Party A/C. Name	= Aman Fruits	
Party Address	= Karan Nagar, Jammu & Kashmir	
SHAR	India, Pincode-190010	

dsi Number	1 Y F	UTAADD	C1476K12C	LIIU	
Item Name	HSN Code	GST Rate	Qty.	Rate	Amount
Grapes G1	1002	0%	20 KGS.	760	15200
Mango M1	1002	0%	20 KGS.	750	15000
				Total	30200

3.1 Number of Decimal Place ←



3.2 Tax Ledger: - To create an Input CGST @ 6% and Input SGST @ 6% Ledger.

				Configuration F12
EDU	Silvery Eller	2.Getterge		Allow HSN/SAC details : Yes Set type of goods No
Block Rem D Tarter 1 Island	readon Lannang 515	Kumar fisders		Enable Reverse Charge calculation No Set Inslights Input Credit No Select Valuation Type No Show at GST Tax Types Yes
Dedar Category Units	Non 125. Mobile pre	Natarbany Datada OST Apple of a Sativitar (21 Datada Type of Supply Gauda	GST Details for Stock Item Samuung S18	Calculation Type
		In realization of distance and have a Rame of Datry length \ensuremath{R}	HSNSAC Datalle Description Mobile HSNSAC 8557 Tax Detaile	On Item Rate
			Cetulation type On Value Taxability Taxabile Tax Type Rate	I axability
	Opping Dilarca	Guanty Rats per Yaka	Cess U S	◆ Unknown Exempt
				Nil Rated
				Тахаре

3.3 Tax Types Ledger: - To create an Input CGST, Input SGST, Output CGST, Output SGST, Input IGST and Output IGST all ledgers under Duties & Taxes.

EDU	K: Company	Y:Data	<u></u>	GST	
Ledger Altera	tion			Others	
Name : In	put CGST				_
(alias) :					
				Tax Types	
				Central Tax CGST	
				Cess	
Under		: Duties & Taxes		Integrated Tax IGST	- 1
		(Current Liabilities)		State Tax SGST	- 1
Type of duty/tax		: GST 🗲			
Tax type		: Central Tax 🗲	┙┻┕	Not Applicable	
Percentage of ca	lculation	:0%		Downward Rounding	
s.comago or ou				Normal Dounding	
Rounding method	i	: • Not Applicable 🗲		Normal Rounding	
				opward Rounding	
3.4 Roun	nd off				
3.4 Roun TallyPrime EDU	MANAGE K: Company	<u>Y</u> :Data	z		
3.4 Roun TallyPrime EDU Ledger Altera	MANAGE K: Company	<u>Y</u> : Data	z		
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) :	MANAGE K: Company tion	<u>Y</u> : Data	z	Type of Ledger	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) :	MANAGE <u>K</u> : Company tion	<u>Y</u> : Data	2 N	Type of Ledger	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) :	MANAGE K: Company tion	<u>Y</u> : Data	z N	Type of Ledger • Not Applicable Discount	2
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) :	MANAGE K: Company tion	<u>Y</u> : Data		Type of Ledger Not Applicable Discount Invoice Rounding	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) :	MANAGE K: Company tion ound Off	Y: Data : Indirect Expenses	Z V N	Type of Ledger • Not Applicable Discount Invoice Rounding	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) :	MANAGE K: Company tion	Y: Data : Indirect Expenses		Type of Ledger • Not Applicable Discount Invoice Rounding	
3.4 Roun	MANAGE K: Company tion ound Off	Y: Data : Indirect Expenses		Type of Ledger • Not Applicable Discount Invoice Rounding	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger	MANAGE K: Company tion tound Off	Y: Data : Indirect Expenses : Invoice Rounding		Solution Solution	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger Rounding method	MANAGE K: Company tion ound Off	Y: Data : Indirect Expenses : Invoice Rounding		Type of Ledger • Not Applicable Discount Invoice Rounding	
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger Rounding method Rounding limit	MANAGE K: Company tion cound Off	Y: Data Indirect Expenses Invoice Rounding INORMAL Rounding INORMAL Rounding INORMAL ROUNDING		Solution Solution	ods
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger Rounding method Rounding limit Statutory Detail	d off <u>MANAGE</u> <u>K</u> : Company tion ound Off d	Y: Data : Indirect Expenses : Invoice Rounding : Normal Rounding : 1		Type of Ledger • Not Applicable Discount Invoice Rounding List of Rounding Meth	lods
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger Rounding method Rounding limit Statutory Detail	d off <u>MANAGE</u> <u>K</u> : Company tion cound Off d	Y: Data Y: Data Indirect Expenses Invoice Rounding INormal Rounding IN		Source Rounding Meth Downward Rounding	ods
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger Rounding method Rounding limit Statutory Detail s GST applicabl Set/Alter GST	d off <u>MANAGE</u> <u>K</u> : Company tion ound Off d d s e Details	Y: Data Y: Data : Indirect Expenses : Invoice Rounding • : Normal Rounding • : 1 : • Not Applicable : No		Type of Ledger Not Applicable Discount Invoice Rounding List of Rounding Meth Downward Rounding Normal Rounding	ods
3.4 Roun TallyPrime EDU Ledger Altera Name : R (alias) : Under Type of Ledger Rounding methoo Rounding limit Statutory Detail s GST applicabl Set/Alter GST	d off <u>MANAGE</u> <u>K</u> : Company tion cound Off d s e Details	Y: Data Y: Data : Indirect Expenses : Invoice Rounding • : Normal Rounding • : 1 : • Not Applicable : No		Type of Ledger Not Applicable Discount Invoice Rounding List of Rounding Meth Downward Rounding Normal Rounding Upward Rounding	ods

3. Purchase GST: - जिस वस्तु और सेवा (Service) की खरीद पर 5%, 12%, and 18% या 28% इसमे कोई भी कर लगता हो और जो हमने अपने ही राज्य में खरीदी हो, जैसे कम्पनी हमारी बिहार की है और हम बिहार के किसी भी जिले से वस्तु और सेवा (Service) की खरीदी की गई हो। इस तरह के खरीद में कर इस प्रकार से लगता है।

CGST+SGST लगता है वो भी Tax Rate के 50%-50%

Purchase GST: - Any tax on the purchase of goods and services of 5%, 12%, and 18% or 28% and which we have purchased in our own state, such as the company is from our Bihar and we have purchased goods and services from any district of Bihar.

CGST + SGST are also 50%-50% of the tax rate.

For Example:-Purchase GST Invoice

Invoice Date	=	02/05/2021
Invoice Numb <mark>er</mark>	=	1003
Party A/C. Name	=	Raj Telecom
Party Address	-	Patna, Bihar-800014
GSTIN Number	-	104BCDF1234B171

Item Name	HSN Code	GST Rate	Qty.	Rate	Amount
Samsung S10	8517	12%	6 PCS.	7142.85	42857.10
Nokia G21	8517	12%	6 PCS.	7589.28	45535.68
			Total	Value	88392.78
			Input	CGST	5303.57
			Input	SGST	5303.57
			Roun	d Off	.08
			Total Taxa	able Value	99,000.00

4. Purchase IGST: - जिस वस्तु और सेवा (Service) की खरीद पर 5%, 12%, and 18% या 28% इसमे कोई भी कर लगता हो और जो हमने किसी दुसरे राज्य से खरीदी हो, जैसे कम्पनी हमारी बिहार की है और हम उत्तर-प्रदेश (UP) के किसी भी जिले से वस्तु और सेवा (Service) की खरीद की गई हो, इस तरह के खरीद में कर इस प्रकार से लगता है।

IGST लगता है वो भी Tax Rate के 100%

Purchase IGST: - The goods and services which are purchased by 5%, 12%, and 18% or 28% are taxed and which we have purchased from another state, such as the company is from Bihar and we have purchased goods and services from any district of Uttar Pradesh (UP), in such purchases, the tax is levied in this way.

IGST is also 100% of the tax rate.

For Example:-Purchase IGST Invoice

Invoice Date	=	02/05/2021
Invoice Number	=	1004
Party A/C. Name	=	Amit Ply King Company
Party Address	-	Housing Board Amritsar Punjab
		India, Pincode-848486

GSTIN Number

03DZRDE1474R1ZU

Item Name	HSN Code	GST Rate	Qty.	Rate	Amount
Ply 18mm	1585	18%	40 SQF.	142.85	5714
PVC Pipe 3/4 inch	1585	18%	80 SQM.	88.74	7099.20
			Тс	otal	12813.20
			Input	IGST	2306.37
			Rour	nd Off	.43
			Total Tax	able Value	15120

SHARMA COMPUTER & TYPING INSTITUTE

TALLY

Purchase GST Rate की Entry को देखने के लिए संक्षेप में,

Step-1. > Gateway of Tally > Display More Reports (D) > Account Books (A) > Purchase Register (P) or Sales Register (S)

Step- 2. >Related Reports (CTRL+O) > GST- Tax Analysis (ALT+A) > ALT+F1



5. Purchase Exempt & Purchase GST Entry with Purchase Voucher.

कभी-कभी हमें वस्तु (Goods/Items) खरीद करने के लिए एक ही Purchase Voucher में Purchase Exempt, Input CGST, Input SGST या Input IGST का उपयोग अलग-अलग Tax Rate के साथ करना पड़ता है, जिसमे वस्तु की छूट भी शामिल होती है और GST Rate 5%, 12%, 18% या 28% वाली भी वस्तु भी शामिल होती है, जो की एक Purchase Voucher में Entry करना पड़ता है, हम यहा Purchase Exempt, Input CGST, Input SGST का उपयोग करेगे, जिसमे Purchase Ledger के Under, हम Purchase A/c को रखेगे।

Sometimes we have to use Purchase Exempt, Input CGST, Input SGST or Input IGST in the same purchase voucher to buy goods / items with different tax rates, including discounts of the item and also goods with GST rate of 5%, 12%, 18% or 28%. Which has to be entered into a purchase voucher, we will use Purchase Exempt, Input CGST, Input SGST, in which under the Purchase Ledger, and we will keep purchase A/C.

			G ST Inv	oice								
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tot	TN/UN: 10ABCDE1234V1K1 te Name : Bihar, Code : 10 tail : vireste ahan (togmail.com		3	Supplier In 1005 dt. 1	Jul 2	No. & Date: 1		Othe	er Fleferens	249A		
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up	oplier(Bill from) ajKumar algan) alg Name : Bihar, Code : 10											
T	Description of Gloods	H5N/SAC	Quantity	Rate	per	Amount	Taxable	Ce	Amount	St	ate Tax	Total
	Salt @Exempt Sugar @5% Chee @12% Supari @18% Chocolates @28%	1002 1002 1003 1006 1006	5.000 kg s 10.000 kg s 15.000 kg s 20.000 kg s 25.000 kg s	25.75 39.85 599.99 750.50 825.15	105 105 105 105 105 105 105 105 105 105	148.75 398.50 8,999.85 15,010.00 20,628.75 46,185.55	1 46.76 398.50 8,999.85 15,010.00 20,826.76	0 % 2 50% 8 % 9 % 14 %	9,96 539,96 1,350,90 2,888,03	0% 2.50% 8% 1.4%	9.96 539.99 1,360.90 2,888.03	148. 418. 10.079. 17,711. 26,404.
11.4	Description of Goods ROUND OFF	HSN/SAC	Quantity	Rate	per	Amount 0.39	Taxable Valide	Ce Rate	nitrai Tax Armount	St. Rate	ate Tax Amount	Total Amount
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201	x Amount (in words) . INR Nine Thousand Five Hundred Seventy Sev mpany's CSTIN/UN	ven and S	eventy Six p	aise Only							for	Suraj Ku
											Author	net Signa

Sł

2. Type of Sales (Sales Accounts)

- (1) Sales Exempt
- (2) Sales Interstate Exempt
- (3) Sales GST
- (4) Sales IGST (Integrated Goods and Service Tax)

1. Sales Exempt: - जिस वस्तु और सेवा (Service) की बिक्री पर कोई भी कर नहीं लगता हो और जो हमने अपने ही राज्य में बिक्री की हो, जैसे कम्पनी हमारी बिहार की है और हम बिहार के किसी भी जिले से वस्तु और सेवा (Service) की बिक्री की गई हो ।

Sales Exempt: - The goods and services which are not taxed and which we have sold in our own state, like the company is from our Bihar and we have sold goods and services from any district of Bihar.

For Example:-Sales Exempt Invoice

Invoice Date	-	01/06/2021
Reference Number	=	2001
Party A/C. Name	AI 7	Royal Super Market
Party Address	ΡI	Motihari, Near Bank Of India, Bihar-841424

GSTIN Number

No

=

Item Name	HSN Code	GST Rate	Qty.	Rate	Amount
Besan 1.kg	1209	0%	8 KGS.	400	3200
Salt 1.kg	1209	0%	8 KGS.	200	1600
				Total	4800

2. Sales Interstate Exempt: - जिस वस्तु और सेवा (Service) की बिक्री पर कोई भी कर नहीं लगता हो और हमने किसी दुसरे राज्य में बिक्री की हो, जैसे कम्पनी हमारी बिहार की है और हम उत्तर-प्रदेश (UP) के किसी भी जिले से वस्तु और सेवा (Service) की बिक्री की गई हो।

Sales Interstate Exempt: - The goods and services which are not taxed and we have sold in another state, such as the company is from Bihar and we have sold goods and services from any district of Uttar Pradesh (UP).

For Example:-Purchase Interstate Exempt Invoice

01/06/2021
2002
Jay Fruits
Delhi, Moti Nagar
India, Pincode-110015

=

GST Number

07AABBC147D1H1

Item Name	HSN Code	GST Rate	<mark>Q</mark> ty.	Rate	Amount
Grapes G1	1002	0%	15 KGS.	800	12000
Mango M1	1002	0%	15 KGS.	850	12750
PULIN D	1.1.1	111.0	111.0	Total	24750

3. Sales GST: - जिस वस्तु और सेवा (Service) की बिक्री पर 5%, 12%, और 18% या 28% इसमे कोई भी कर लगता हो और जो हमने अपने ही राज्य में बिक्री की हो, जैसे कम्पनी हमारी बिहार की है और हमने बिहार के किसी भी जिले में वस्तु और सेवा (Service) की बिक्री की हो। इस तरह के बिक्री में कर इस प्रकार से लगता है।

CGST+SGST लगता है वो भी Tax Rate के 50%-50%

Sales GST:- The sale of goods and services which attracts any tax of 5%, 12%, and 18% or 28% and which we have sold in our own state, such as the company is from our Bihar and we have sold goods and services in any district of Bihar. The tax in such sales is as follows.

CGST + SGST are also 50%-50% of the tax rate.

For Example:-Purchase GST Invoice

Invoice Date	=	02/06/2021
Reference Number	-	2003
Party A/C. Name	=	Rahul Telecom
Party Address	=	Siwan, Bihar-841414
GSTIN Number	=	10ABCDE1234B1Z1

Item Name	HSN Code	GST Rate	Qty.	Rate	Amount
Samsung S10	8517	12%	5 PCS.	7500.58	37502.90
Nokia G21	8517	12%	5 PCS.	7999.99	39999.95
			Total	Value	77502.85
			Outpu	t CGST	4650.17
			Outpu	t SGST	4650.17
			Roun	nd Off	.19

Total Invoice Value

86,803

4. Sales IGST: - जिस वस्तु और सेवा (Service) की बिक्री पर 5%, 12%, और 18% या 28% इसमे कोई भी कर लगता हो और जो हमने किसी दुसरे राज्य में बिक्री की गई हो, जैसे कम्पनी हमारी बिहार की है और हम उत्तर-प्रदेश (UP) के किसी भी जिले से वस्तु और सेवा (Service) की बिक्री की गई हो, इस तरह के बिक्री में कर इस प्रकार से लगता है।

IGST लगता है वो भी Tax Rate के 100%

Sales IGST: - The goods and services which are sold at 5%, 12%, and 18% or 28% are taxed and which we have sold in another state, such as the company is from our Bihar and we have sold goods and services from any district of Uttar Pradesh (UP), Tax in such sales is as follows:

IGST is also 100% of the tax rate.

For Example:-Purchase IGST Invoice

=

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Invoice Date

Reference Number

Party A/C. Name =

Party Address

Sunking Ply

2004

02/06/2021

= UP, Vijay Nagar

GSTIN Number

3 1 /		AL	V IVI I		
Item Name	HSN Code	GST Rate	Qty.	Rate	Amount
Ply 18mm	1585	18%	30 SQF.	199.99	5999.70
PVC Pipe 3/4 inch	1585	18%	70 SQM.	149.87	10490.90
			Тс	otal	16490.60
			Outpu	it IGST	2968.30
			Rour	nd Off	.10

09ABCDE1234U1P1

Total Taxable Value

19,459

5. Sales Exempt & Sales IGST Entry with Sales Voucher.

कभी-कभी हमें वस्तु (Goods/Items) बिक्री करने के लिए एक ही Sales Voucher में Sales Exempt, Output CGST, Output SGST या Output IGST का उपयोग अलग-अलग Tax Rate के साथ करना पड़ता है, जिसमे वस्तु की छूट भी शामिल होती है और GST Rate 5%, 12%, 18% या 28% वाली भी वस्तु भी शामिल होती है, जो की एक Sales Voucher में Entry करना पड़ता है, हम यहा Sales Exempt & Output IGST का उपयोग करेगे, जिसमे Sales Ledger के Under, हम Sales A/c को रखेगे।

Sometimes we have to use Sales Exempt, Output CGST, Output SGST or Output IGST in the same sales voucher to sell goods / items with different tax rates, including discounts of the item and also goods with GST rate 5%, 12%, 18% or 28%. Which has to be entered into a sales voucher, we will use Sales Exempt & Output IGST, in which under the Sales Ledger, and we will keep Sales A/C.

Tax Inv	/oice				
Kumar Traders	Invoice No.		Dated		
Dumariya	5		1-Aug	-21	
3STIN/UIN: 10ABCDE1234V1K1	Delivery Note	t i i i i i i i i i i i i i i i i i i i	Mode/1	erms	of Payment
State Name : Bihar, Code : 10					· · · · · · · · · · · · · · · · · · ·
E-Mail : vireshsahani@gmail.com	Reference No	. & Date.	Other F	Refere	nces
	2006 dt 1-/	Aug-21			
Consignee (Ship to)	Buyer's Order	r No.	Dated		
Ravi Kumar					
Rajasthan, Pushkar	Dispatch Doc	No.	Deliver	y Note	e Date
GSTIN/UIN : 08ABCDE1234R1N1					
State Name : Rajasthan, Code : 08	Dispatched th	rrough	Destina	stion	
-	Terms of Deli	very			
Buwer (Bill to)					
Ravi Kumar					
Rajasthan, Pushkar					
GSTIN/UIN : 08ABCDE1234R1N1					
State Name : Rajasthan, Code : 08					
-					
SI Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
ND.					
1 Salt @Exempt	1002	5.000 kgs	50.00	kgs	250.00
2 Sugar @5%	1002	10.000 kgs	100.00	kgs	1,000.00
3 Ghee @12%	1003	15.000 kgs	699.99	kgs	10,499.85
4 Supan (2018%)	1005	20.000 kgs	850.50	kgs	17,010.00
Chocolates @20%	1000	20.000 Ngs	300.00	Nga I	22,300.00
	1				51,259.85
Output IGS1					10,671.78
Tota	I	75.000 kgs			₹ 61,931.63
Amount Chargeable (in words)					E. & O.E
INR Sixty One Thousand Nine Hundred Thirty One and	Sixty Three	e paise Only	/		
HSN/SAC		Taxable	Integrate	ed Tax	c Total
1002		250.00	0%	vmour	It Tax Amount
1002	I	1,000.00	5%	50	0.00 50.00
1003	I	10,499.85	12%	1,259	9.98 1,259.98
1005	I	17,010.00	18%	3,061	1.80 3,061.80
1000	Total	51259.85	2076	0.671	78 10.671.78
	1.0	1.0			and the second second
rax Amount (in words) : INK Len Thousand Six Hundred S	eventy One	and seven	ty Eight pa	iise C	niy
-					
Declaration				1	or Kumar Tradera
we declare that this invoice shows the actual price of the	<u> </u>	<u> </u>	<u> </u>		
				Α.	uthorised Signatory
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SHA

Capital Account

पूंजी खाता: – यह एक प्राथमिक समूह है जो इस समूह में सभी प्रकार के पूंजी खाते बनाता है, जैसे कुमार ट्रेडर्स हमारी एक कम्पनी है और हम चाहते है व्यापार को बढ़ाने के लिए हम महाबीर ट्रेडर्स से (Credit) पूँजी ले, वह पूँजी नगद या बैंक द्वारा हमें प्राप्त हो, पूँजी की प्राप्ति Receipt Voucher में Capital Account द्वारा प्राप्त किया जाएगा।

For Example: - KUMAR TRADERS (Proprietor)

MAHABIR TRADERS (Partner)

Capital Account: - This is a primary group that creates all types of capital accounts in this group, like Kumar Traders is one of our companies and we want to take credit capital from MAHABIR Traders to increase the business, that capital is received by us in cash or bank, capital receipt of capital will be received by capital account in **receipt voucher.**

For Ex. -1 Receive from MAHABIR Traders Rs.-200000/- by Cash (Capital).

3.Receipt Voucher

SF

Casn				20	0000/	
To Capital Account	200000/					
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ounting Voucher Alterniue (Secondary)	Numer Traders		- Userit		NAND 21 Santay	Nil Gen
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For Ex. -1 Receive from MAHABIR Traders Rs.-300000/- by PNB Bank cheque.950020 (Capital).

Account	Debit	Credit
State Bank of India		300000/-
To Capit <mark>al Acc</mark> ount	300000/-	

71

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Payment to Sundry Creditor Cash & Bank Cheque

Gateway of Tally > Balance Sheet (B) > ALT+F1 > Sundry Creditor

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Saraj Kumar									
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TALLY

 Receive Payment to Sundry Debtors Cash & Bank Cheque.

Gateway of Tally > Balance Sheet (B) > ALT+F1 > Sundry Debtors

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man net 5		#1,001.64 Ci							CE Gans

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TALLY

- 4. Credit Note Voucher/Sales Return (ALT+F6)
- Closing balance before Sales Return
- Gateway of Tally > Balance Sheet (B) > ALT+F1 > Closing Stock

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ady Press	Manual T										- 0
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ecounting Ver	ucher Greuten			Hat	ter Placers					1.26	K La Date
Credit Note	Mar I									2.Ang Mon	Re Corpora
aty Alt name	Robul Telecom										L+ Costs
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alap sebut there fi	latul Telecom								- States	57/4 S	
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9.04			I: Accept			O Dente	A Cancel	Son			F12 Carillysie

Closing balance after Sales Return

TabyPone	-										
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Stock Group	Summary			Kumar Traders					×	F2:Peeod	
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Particul	011						1-Ap Clo	21 ht 2 Aug sine Belance	21. 9	Fil-Stock Group	
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Noka 621 Samura Stil							290	7.589.28	14,265,70	Fit Mard My	
contract of the							+ 301 ·	11-5904		F7:Show Profit	
										Fit: Valuation]+

5. Debit Note Voucher/Purchase Return (ALT+F5)

Tabl	Million Control of Con										- a K
EDU	E.Company	20044	() Exchange	Gr0n To		(Other)	D Gent	186 M	e e	Ref	EtHNE
Accounting Ve	Contrar Creation			Ramer Traders						×	F2-Date
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Paty As tario	Raj Telecom										
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Context Delayers	Parthase Retare										Fo Recent
Massa of Iters								Quantity.	Bate per	Aresset	17-Journal
Serene 510								2 pes	7,342.85 pcs	14,285.70	FB:Bases
Nokia G21								S bea	7.589.26 pcs	15,178.56	Pachana -
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input SGST										1,167.85	C. a. a. a.
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ਹਿਸ਼	र्म्ट नेगा ।					Chocolates @	28%				0.000 kgs
ાપ્તત્વ	।२ ५गा ।					Galaxy Note 5					
						Ghee @12%					0.000 kgs
						Grapes G1					5.000 kgs
Note	e: - Now v	ve will n	not see the	quantity (j	ocs)	Mango M1					5.000 kgs
	-	10 .	N 1 C 24			Div 19mm					
of S	amsung S	IU and	Nokia G21	in the lis	τot	PVC Pipe 3/4	inch				10 SQF
at a s	l itoma					Salt 1kg	mon				2 000 kas
Stoc	k items.					Salt @Exempt	t				0.000 kgs
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						Sugar					
						Sugar @5%					0.000 kgs
						Supari @18%					0.000 kgs
25405						_		-	_		_

Discount (छूट)

जब ग्राहकों को व्यापारी द्वारा माल की कीमत में किसी भी प्रकार की कटौती की अनुमति दी जाती है तो उसी चीज को डिस्काउंट कहा जाता है। जब वस्तुओं की बिक्री के आधार पर माल की कीमतों में कुछ छूट की अनुमति दी जाती है, तो इसे व्यापार छूट कहा जाता है, लेकिन जब देनदारों को जल्दी भुगतान के लिए माल की कीमतों में कुछ छूट की अनुमति दी जाती है, तो इसे नकद छूट कहा जाता है।

When customers are allowed any type of deduction in the price of goods by the businessman then that very thing is called discount. When some discount is allowed in prices of goods on the basis of sales of the items, that is termed as **trade discount**, but when debtors are allowed some discount in prices of the goods for quick payment, that is termed as **cash discount**.

Process to active Discount column in invoices:-

- > Press F11
- > Inventory
- > Set (Yes) Use Discount column in invoices

Company: Kumar Traders			
Show more features : Yes			
Show all features . Yes			
Accounting		Taxation	
Maintain Accounts	: Yes	Enable Goods and Services Tax (GST)	Yes
Enable Bill-wise entry	Yes	Enable Tax Deducted at Source (TDS)	No
Enable Cost Centres	: No	Enable Tax Collected at Source (TCS)	No
Enable Interest Calculation	: No	Enable Value Added Tax (VAT)	No
- ******* (2-*-***)		Enable Excise	No
Inventory		Enable Service Tax	No
Maintain Inventory	Yes		
Integrate Accounts with Inventory	Yes	The second se	
Enable multiple Price Levels	: No	Online Access	
Enable Batches	: No	Enable Browser Access for Reports	Yes
Maintain Expiry Date for Batches	No	Enable Tally NET Services for Remote Access & Synchronisation	No.
Enable Job Order Processing	: No		
Enable Cost Tracking	: No	Payroll	
Enable Job Costing	: No	Maintain Payroll	No
Use Discount column in invoices	Des	Enable Payroll Statutory	No
Use separate Actual and Billed Quantity columns in invoices	: No	Others	
		Enable multiple addresses	No
		Mark modified vouchers	No

Note: - Purchase invoice	: Discount Receive	-	Indirect Income. (Total Amount)
Sales invoice:	Discount Paid	-	Indirect Expenses. (Total Amount)

1. Items wise Discount in Purchase Invoice with GST

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Paty Alc same	Krishna Mobile 8.12.915.66 Cr								constant o	14 Contra
Turniner										11-Payment
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Name of Item							Quantity	Rate per	list N Amount	F7 Joint
Nokia XR20 @12%							5 pcs	4,999.99 pta	2 5 24,499.95	TE Sales
Nokia T20 @125							10 pts	8,998.85 pts	5% 66,429.08	# Bt I Arr David
Nokie G2 @12%							12 per	6,929,29 pcs	10 % 74,836.33	110 Other Visichers
Galaxy Note 5 @1	IN .						5 per	3,850.28 pcs	12.% 16,941,23	
Galaxy S20 @10%							18 pcs	4,849.49 pcs	15% 41,220.67	EANNIE
Iphone 10 @28%							5.000	7,999.99 pcs	18 % 12,799.56	II Chansa Meda
lphone 11 Pro @2	75						1 per	8,999.95 pcs	20% 57,599.94	1 Marie Datata
Iphone 12 Pro @25	rs.						4 pcs	1,999.99 pca	25 % 29,999.97	Delated Departs
lphone 13 Pro @28	85						5 pcs	10,999.95 pcs	28 % 39,599.96	U Penakaid Pregionta
lphone 7 @28%							10 per	\$,999.99 pcs	30 % 41,999.93	L Detand
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2. Invoice wise (Total Amount) Discount in Purchase Invoice with GST

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ounting You	cher Alteration			Kumar Traders		1.11 A.		10	×	F2:Date
Rembale ler invoice No	No. 7 1007	Dato	1-449-21						S-Aug-21 Monday	F3: Company
A/c name	Kristow Motrile		1111 (1112) (1112)							
in haishce	16,82,843,68 Cr									F.4: Contra
tasa ledger	Purchase GST									FS Payment
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										F7:Jaamal
n XR2F @12%								5.pcs 4,999.99 g	Ke 24,995.95	Fill Sales
n T20 @12%								10 pcs 6,998.85 p	rcs 69,388.50	Ph.Parmane .
n G2 @12%								12 pcn 6,529.29 p	ica 83,151,48	F18 Other Vouchers
xy Note 5 @11	P%							5 pcs 3,850.28 p	ics 19,251.40	
xy 520 @18%								10 pcs 4,849.49 g	ica 48,454.90	Ethinit
ne 10 (§28%								5 pca 7,999.99 p	ica 39,999.95	If Change Mede
ne 11 Pm @21	rs,							8 pcs 8,599.29 p	ics 71,399.92	More Details
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3. Items wise Discount in Sales Invoice with IGST

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Salvo lutiger	Sales 1GST									FS Payment	
Current Datation	4.51,125,00 Cr									/ CRecept	
Name of liam							Quantity	Rate per Do	c 5 Amount	F2: Joannal	
Nokia XR20 @12%							3 pc	5,999.99 pcs	25. 29.399.95	1 E. Salar	_
Nokia T20 @125							10 pcs	7,998.02 pcs	5% 75.568.79	FI: Purchase	
Galaxy Note 5 @1	en.						5 per	4,850.25 pcs 1	21.341.19	F18 Other Vesicher	anh.
Galaxy 520 g105							10 pcs	5,849.40 pcs 1	5 % 49,720,67		
Iphone 19 (828%							5 pcs	9,999.99 pcs 1	8 % 80,999,96	to Allow The	
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Output IGST									36.917.75	1 More Details	
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4. Invoice wise (Total Amount) Discount in Sales Invoice with GST

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counting You	ucher Alteration (Sec	condary)		Kumar Traders			×	F2:Date
Sales	fila 9						71 Aug 21	13. Company
aty Alc name	Rokesh Mobile							
next balance	3,98,597,00 (V							74 Contre
ales lodger	Sales GST							15.Payment
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 Note: - अब हमलोगों ने लगभग टैली प्राइम में सभी Invoices Entry की जानकारी प्राप्त कर ली है, इसके आगे Duties & Taxes को विस्तार रूप से समझेगे, जिसमे GSTR-1, GSTR-2, & GSTR-3B और B2B Invoices, B2C (Large) Invoices & B2C (Small) Invoices की जानकारी प्राप्त करेगे।

Note: - Now we have almost got information about all invoices entry in Tally Prime, further we will understand the **duties & taxes** in detail, including **GSTR-1, GSTR-2, & GSTR-3B and B2B Invoices, B2C (Large) Invoices & B2C (Small) Invoices.**

- Process to Duties & Taxes:-
- Gateway of Tally > Balance Sheet > Press Alt+F1 > Duties & Taxes

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- ✤ GST Reports:-
- Gateway of Tally > Display More Reports > STATUTORY > GST Reports



GSTR-1:- बिक्री संबंधित आकड़ा की जानकारी इसमें दी जाती है, जैसा की हम महिना में कितना वस्तु की बिक्री की है, कितना वस्तु हमें बिक्री की वापसी हुई है, और कितना हमने Registered लोगो को वस्तु की बिक्री की है और कितना हमने Unregistered लोगो को वस्तु की बिक्री की है, और कितना हमने Tax लिया है, ये सभी जानकारी हमें GSTR-1 में प्राप्त होती है।

GSTR-1: - Sales related data is given in it, such as how much item we have sold in a month, how much item has been returned to us, and how much we have sold the item to **registered** people and how much we have sold the item to **unregistered** people, and how much we have taken tax, We get all this information in **GSTR-1**.

GSTR-2:-Purchase संबंधित आकड़ा की जानकारी इसमें दी जाती है, जैसा की हम महिना में कितना वस्तु की खरीद की है, कितना वस्तु हमने खरीद की वापसी की है, और कितना हमने Registered लोगो से वस्तु की खरीद की है और कितना हमने Unregistered लोगो से वस्तु की खरीद की है, और कितना हमने Tax दिया, ये सभी जानकारी हमें GSTR-2 में प्राप्त होती है।

GSTR-2: - Purchase related data is given in it, such as how much item we have purchased in a month, how much item we have returned the purchase, and how much we have purchased the item from **registered** people and how much we have purchased the item from **unregistered** people, and how much we have paid tax, We get all this information in **GSTR-2**.

GSTR-3B:-यह एक मासिक स्व-घोषणा है, जिसमें सभी बाहरी आपूर्ति, इनपुट टैक्स क्रेडिट (ITC) का दावा, कर देयता का पता लगाया गया और भुगतान किए गए करों का सारांश प्रस्तुत किया जाता है। जीएसटीआर-3बी भरने से पहले बिक्री और इनपुट टैक्स क्रेडिट विवरण को जीएसटीआर-1 और जीएसटीआर-2बी के साथ मिलान किया जाना चाहिए।

GSTR-3B:-It is a monthly self-declaration to be filed, for furnishing summarised details of all outward supplies made, input tax credit (ITC) claimed, tax liability ascertained and taxes paid. The sales and input tax credit details must be reconciled with GSTR-1 and GSTR-2B every tax period before filling GSTR-3B.

GSTR-9:- इसे जीएसटी के तहत पंजीकृत सभी करदाताओं द्वारा दाखिल किया जाना आवश्यक है। इसमें किए गए सभी बाहरी आपूर्ति का विवरण शामिल है; सीजीएसटी, एसजीएसटी और आईजीएसटी जैसे विभिन्न कर शीर्षों के अन्तगर्त वित्तीय वर्ष के दौरान प्राप्त सभी आउटवर्ड आपूर्ति, इनवर्ड आपूर्ति का विवरण शामिल है, सभी मासिक या त्रैमासिक रिटर्न (जीएसटीआर -1, जीएसटीआर -2 ए और जीएसटीआर -3 बी) का संयोजन है।

GSTR-9:- It is required to be filed by all taxpayers registered under GST. It contains details of all external supplies made; all outward supplies received during the financial year under various tax heads like CGST, SGST and IGST, include details of inward supplies, combining all monthly or quarterly returns (GSTR-1, GSTR-2A and GSTR-3B).

GSTR-1, B2B Invoices:- B2B Sales का मतलब Business to Business Sales होता है, जिसमे Supplier's भी GST में पंजीकृत हो और Buyer's भी GST में पंजीकृत हो और दोनों के पास GSTIN नम्बर होना चाहिए और वस्तु की बिक्री किसी भी राज्य में की गई हो, तो इस प्रकार की बिक्री की Entry B2B में दिखाई देती है।

GSTR-1, B2B Invoices: - B2B sales means business to business sales, in which **supplier's** is also registered in GST and **buyer's** is also registered in GST and both should have GSTIN number and the goods have been sold in any state, then the entry of such sales appears in B2B.

GSTR-1, B2C (Large) Invoices:- B2C (Large) Sales का मतलब Business to Consumer / Unregistered Sales होता है, जिसमे Supplier's GST में पंजीकृत होता और (Buyer's) उपभोक्ता अपंजीकृत होता है, जिसमे बिक्री की सीमा 2.5 लाख से अधिक होती है और एक ही Invoice में किसी दुसरे स्टेट में वस्तु की बिक्री गई हो, तो इस प्रकार की बिक्री की Entry B2C (Large) Invoices में दिखाई देती है।

GSTR-1, B2C (Large) Invoices: – B2C (Large) Sales means for Business to Consumer/ Unregistered sales are in which the supplier's is registered with GST and the (Buyer's) consumer is unregistered, in which the sales limit is more than 2.5 lakh and the goods have been sold in another state in the same invoice, then the entry of such sales appears in B2C (Large) Invoices.

GSTR-1, B2C (Small) Invoices:- B2C (Small) Sales का मतलब Business to Consumer / Unregistered Sales होता है, जिसमे Supplier's GST में पंजीकृत होता और (Buyer's) उपभोक्ता अपंजीकृत होता है, जिसमे बिक्री की सीमा 2.5 लाख से अधिक हो या 2.5 लाख से कम हो और एक ही Invoice में अपने ही स्टेट में वस्तु की बिक्री गई हो, तो इस प्रकार की सभी बिक्री की Entry B2C (Small) Invoices में दिखाई देती है।

GSTR-1, B2C (Small) Invoices: – B2C (Small) Sales means Business to Consumer/ Unregistered sales, in which the supplier's is registered with GST and the (Buyer's) consumer is unregistered, in which the sales limit is more than 2.5 lakh or less than 2.5 lakh and the goods have been sold in their state in a single invoice, then the entry of all such sales is seen in B2C (Small) Invoices.

GSTR-1

Gateway of Tally > Display More Reports > STATUTORY > GST Reports > GSTR-1 > Press F2 > Change Period

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TALLY

Print Configuration

- To set GST configuration in Tax Invoice.
- In **Print configuration**, under **Statutory Details**, set the following configuration.
- Show Item-wise GST details to Yes to display the GST details according to Item.
- Show GST Analysis to Yes to display the GST Analysis Report at the bottom of the Invoice.
- Show HSN/SAC column to Yes to display the HSN/SAC column in the Invoice.
 Step-1
- ❖ Gateway of Tally → Display More Reports (D) → Account Books (A) → Purchase Register (P) or Sales Register (S)
 Step-2
- CTRL+P > C: Configure > Print Configuration

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We can set any configuration as per requirement. & after the setting of configuration, Press Esc and Press P key to Print the GST Invoice shown in following figure.

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List of	Configurations		
			Show More
Vouch	er Details		
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Use \	/oucher format	No	
Show	Checked by & Verified by	No	
Show	Prepared by	No	
Show	Serial No.	Yes	
Show	Quantity	Yes	
Show	Quantity with Alternate Unit	Yes	
Sho	w Alternate Unit in separate column	No	
Show	Actual Quantity	No	
Show	Rate	Yes	
Show	Bill-wise details	No	
Show	Cost Allocations in Voucher format	No	
Show	Batch details	Yea	
Show	Godown Name	No	
Isha	w Godown Address	Na	
Show	Part No.	No	
Show	Additional Descriptions for Stock Items	Yes	
Show	Additional Descriptions for Ledgers	No	
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Show	Company Name	Yes	
Sho	w Company Address	Yes	
Show	Tax Registration No. (TRN)	Yes	

हम आवश्यकता के अनुसार किसी भी कॉन्फ़िगरेशन को सेट कर सकते हैं। कॉन्फ़िगरेशन की सेटिंग के बाद, निम्नलिखित आकृति में दिखाए गए जीएसटी चालान को प्रिंट करने के लिए Esc और प्रेस P कुंजी दबाएं।

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Company's GSTIN/UIN : 10ABCDE1234B1Z1		Г								fo	r Raj Telecom

Assignment Journal Voucher Transaction

(1) Purchase Furniture From Harish Furniture Mart Rs.25000/-

Particulars	Debit	Credit
Furniture A/C.	25000	
H <mark>arish</mark> F-Mart A/C.		25000

(Furniture A/c under – Fixed Assets)

(Harish Furniture A/c under – Sundry Creditors)

(2) Purchase Laptop From Rajesh Computer Rs.15000/-

Particulars	Debit	Credit
Laptop A/C.	15000	PUTE
Rajesh Computer A/C	C INC	15000

(3) Depreciation of Furniture Rs.5000/-

Particulars	Debit	Credit
Depreciation A/C.	5000	
Furniture A/C.		5000

(Depreciation A/c under – Indirect Expenses)

(Furniture A/c under – Fixed Assets)

(4) Rent Outstanding Rs.20000/-

Particulars	Debit	Credit
Rent A/C.	20000	
Rent Outstanding A/C.		20000

(Rent A/C. under – Indirect Expenses)

(Rent Outstanding A/C. under – Current Liabilities)

(5) Salary Outstanding Rs.10000/-

Particulars	Debit	Credit
Salary <mark>A/C.</mark>	20000	
Salary Outstanding A/C.		20000



(Salary Outstanding A/C. under – Current Liabilities)

Transaction

Journal Voucher

Debit Note Voucher

Credit Note Voucher

Sales Vo<mark>uc</mark>her

Payment Voucher

Contra Voucher

Purchase Voucher

Receipt Voucher

- How to identify the correct voucher for transaction in Tally Prime:-
- (1) Q.-1अप्रैल को हम व्यापार प्रारंभ करने <mark>के लिए</mark> 1,00,000 एक लाख रुपया नगद पूँजी (Capital) लाए। Ans – Receipt Voucher
- (2) Q.–5 अप्रैल को हमने 20,000 हजार रुपया State Bank of India में नगद जमा करके खाता खोला । Ans – Contra Voucher
- (3) Q.- 6 अप्रैल को राम कुमार को 2000 हजार रुपया उधार दिये । Ans.- Payment Voucher
- (4) Q.- 10 अप्रैल को व्यापार के लिए 5000 हजार रूपया का माल नगद खरीदा । Ans.- Purchase Voucher
- (5) Q.- 6 अप्रैल को हमने जो माल खरीदा था, उसका गाड़ी भाड़ा 100 रुपया नगद दिया । Ans.- Payment Voucher
- (6) Q.- हमने जो माल खरीदा था उसे, 7 अप्रैल को 7000 हजार रुपया में नगद बेच दिया।
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Ans.- Sales Voucher

(7) Q.- 10 अप्रैल को हमने State Bank of India का 20,000 हजार रुपया का चेक देकर मोटर साइकिल खरीदी।

Ans.- Payment Voucher

(8) Q.- 1 मई को हमने मोहन को, अप्रैल माह की Salary 5,000 हजार रुपया State Bank of India के चेक से दी।

Ans.- Payment Voucher

(9) 1 मई को हमने जो माल किसी व्यक्ति को, अशोक ट्रेडर्स से दिलवाया था, अशोक ट्रेडर्स से हमें उसका Commission 5,000 हजार रुपया चेक द्वारा प्राप्त हुआ, जो हमने State Bank of India के खाते में जमा किया।

Ans.- Receipt Voucher

- (10) Q.- 1 मई को ह<mark>मने S</mark>uper Market से 10,000 हजार रुपया का माल उधार खरीदा। Ans.- Purchase Voucher
- (11) Q.- 1 मई को हमने जो Super Market से 10,000 हजार रुपया का माल खरीदा था, उसे 15 मई को मोहन ट्रेडर्स को 15,000 हजार रुपया में बेच दिया।

Ans.- Sales Voucher

- (12) Q.- हमने जो 15,000 हजार रुपया का माल मोहन ट्रेडर्स से बेचा था, वह खराब होने से मोहन ट्रेडर्स ने हमें 5 मई को वापस कर दिया। Ans.- Sales Return (Credit Note Voucher)
- (13) Q.- 8 मई को Asha Enterprises से हमने 30,000 हजार रुपया का Furniture उधार खरीदा। Ans.- Journal Voucher
- (14) Q.- हमने जो 15,000 हजार रुपया का माल मोहन ट्रेडर्स से बेचा था, वह खराब होने से मोहन ट्रेडर्स ने हमें 5 मई को वापस कर दिया, जो हमने 1 मई को 10,000 हजार रुपया से Supar Market से खरीदा था, उसे हमने वापस भेज दिया।

Ans.- Purchase Return (Debit Note Voucher)

(15) Q.-1 मई को हमने State Bank of India से चेक द्वारा 5000 हजार रुपया नगद निकाले। Ans.- Contra Voucher

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(16) Q.- हमें अशोक ट्रेडर्स से जो Commission 5000 हजार रुपया का चेक प्राप्त हुआ था, वह 12 मई को बैंक द्वारा Dishonour होकर यानि चेक Bounse होकर वापस आ गया।

Ans.- Journal Voucher

Golden Rules of Accounting

- (1) Personal Accounts (व्यक्तिगत खाते)
- (2) Real Accounts (वास्तविक खाते)
- (3) Nominal Accounts (नाममात्र के खाते)

व्यक्तिगत खातों के लिए नियम (Rules for Personal Accounts):-पाने वाले को डेबिट करो (Debit the Receiver) देने वालो को क्रेडिट करो (Credit the Giver)

- वास्तविक खातों के लिए नियम (Rules for Real Accounts):-जो वस्तु व्यापार में आए, उसे डेबिट करो (Debit what comes in) जो वस्तु व्यापार से जाए, उसे क्रेडिट करो (Credit what goes out)
- नाममात्र के खातों के लिए नियम (Rules for Nominal Accounts): सभी खर्च एवं हानियों को डेबिट करो (Debit all expenses & losses)
 सभी आय और लाभों को क्रेडिट करो (Credit all income & gains)