CHAPTER: VI
COPUTERISED ACCOUNTING

ACCOUNTIG WITH USING TALLY

TALLY:
- Tally is a trade name of accounting software.
- It helps in maintaining accounts.
- It performing additional accounting and other analytical operations helpful to management of an organization.

Features of Tally
1. Accounting without codes
2. Outstanding
3. Comprehensive coverage
4. Currency
5. Interest calculations
6. Budgeting
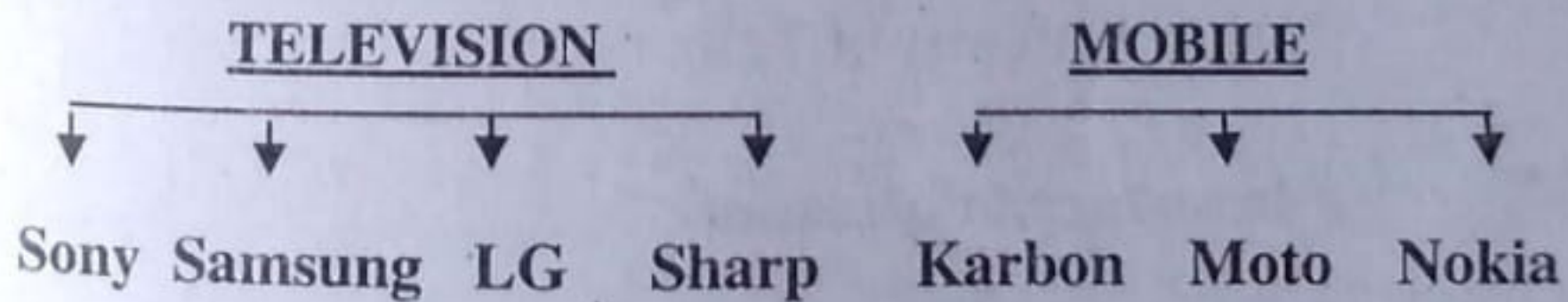7. Cost/ profit center
8. Security Control
9. Import/ Export data

INVENTORY:
- Tally useful for recording and maintaining Inventory details of the company.
- Inventory accounting includes recording of stock details like the purchase of stock and the sale of stock, movement between storage location or godowns and providing information on stock availability.
- Tally ERP 9 makes it possible to integrate the inventory and accounting systems so that the financial statements reflect the closing stock value from the inventory systems.
- In a newly established company, the inventory comprises of four types of masters, i.e.
  1. Stock Groups
  2. Stock Items
  3. Units of Measures
  4. Voucher Types

STOCK GROUP

- Stock groups are used to classify product for easy identification and simplifying reports.
- Stock Group in tally is the classification or grouping of similar nature of stock items. Classification is done based on common behavior.
- Grouping Stock items makes it easy to identify and report them in the statements. We can get the report of that particular stock group.
- It will help the company to locate the stock group easily and manage the stock item.
- It helps to enumerate the stock from large numbers of stock items by viewing under the particular group in the list.
- **Example:** An electronic item dealer is classifying their product as follows.
- They were grouping the items based on each product. Then grouping again subgroup based on its brand, so as to get quick sale & stock report of each brand.

TELEVISION				MOBILE		
Sony	Samsung	LG	Sharp	Karbon	Moto	Nokia

Creation of Stock Group

Stock group can be created in two ways i.e. in Single and Multiple modes.

1. **Single Stock Mode:** Using this mode we can create a single stock item under a main group.

Go to: **Gateway of Tally**
↓
Inventory information
↓
Stock Groups (under the single stock group)

Stock Group Creation

Name   : **Television**
Under   : **Primary**
Can Quantities of item be added   ?   **Yes**

Press enter & select create under Single Stock Group
Press enter & save the screen.
We can call Television as Primary Group.
In this way we can create so many groups individually.

2. Multiple Stock Groups:

- To overcome the difficulty of creating groups individually, tally provide us multiple stock group creation where we can create numerous number of groups in single screen.
- Using this mode, we can create multiple stock items under a main group, or under multiple main groups.
- **Ex:** We can create the group for main stock in a single screen. I.e. Television, Cement, Mobile, Note books & Slippers

Go to: **Gateway of Tally**
↓
Inventory information
↓
Stock Groups

Press enter & select create under Multiple Stock Group

Creation of Multiple Stock Group

| Under Group   : Television | Accept |
| Name of Stock Group   : Sony | Yes   No |

Press enter & save the screen.
So the multiple stock group creation is created.

STOCK ITEMS

- Stock items are goods that we manufactured or trade.
- It is an item that company manufacture for sale or purchase of raw material for manufacture. it is the primary inventory entity.

Creation of Stock Items

Go to : **Gateway of Tally**

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Inventory information

↓

Stock Items

↓

Create

Stock items creation	Ramalingeshwara Vidya Samsthe
Name : **F A – II** Under : **Degree I Bcom** Category : **F A – II** Units : **nos**	 Tax Information Tariff Classification : **N** **Applied** Rate of Duty : **0**
Opening balance ... xxxx..	**Accept** **Yes No**

STOCK CATEGORIES:

- It means parallel classification of stock items.
- Stock categories also classified (same as stock group) based on some behavior.
- It helps to obtain the report on alternatives or substitutes of a stock item.
- **Ex: Pen is a Stock Group**
- Reynolds, cello gripper, cello pin point, cello butter flow, ball point, fine gripe. These are all the stock items.Blue pen, Black pen, Red pen are the Stock categories

```
Unit Creation

Type              : Simple
Symbol            : nos
Formal Name   : num                    Accept
Number of Decimal Places  : 0          Yes      No
```

Press Y or Enter to accept the screen

CREATING GODOWN

- It is necessary to store inventory. It can be used as a location, warehouse, and department.
- A place where stock items are stored is referred to as godown. We can easily specify where the stock items are kept or located. Ex: A warehouse, shelf, rack.
- Tally helps to obtain the stock report for each godown.

Creating a godown

Go to: Gateway of Tally

↓

Inventory information

↓

Godowns

↓

Create godown

Mysore under Primary

```
Godown creation
                                       Accept
Name      : Mysore
                                       Yes      No
Under     : Primary
```

VOUCHER

- A voucher is a document that contains the details of a financial transaction of the business.
- Vouchers are used for all aspects of a business, from sales to deposits.
- Tally comes with several of the most popular types of vouchers pre – configured.
- By opening gate way menu, we have to select Accounting Voucher that meets our needs best.

TYPES OF VOUCHER

1. Contra Voucher:
- Its functional key is F4.
- Contra vouchers are used when cash and bank entry comes at the same time i.e.
- Contra voucher are occurred when money is deposited to bank or
- Money is withdrew from the bank or Money is transferred between two accounts in the same company.

2. Payment Voucher:
- Its functional key is F5.
- This voucher is used for making payments in the business.

3. Receipt Voucher:
- Its functional key is F6.
- This voucher is used for recording any income made by the business.

4. Journal Voucher:
- Its functional key is F7.
- It is used for adjusting adjustments and opening and closing balances.
- It is not used for transaction of sales or purchase.

5. Sales Voucher/ Invoice:
- Its functional key is F8.
- This voucher is used for recording the transaction of all sales made by the company

6. Purchase Voucher:
- Its functional key is F9.
- This voucher is used for recording the transaction of all purchase made by the company.

4. Journal Voucher:
- Its functional key is F7.
- It is used for adjusting adjustments and opening and closing balances.
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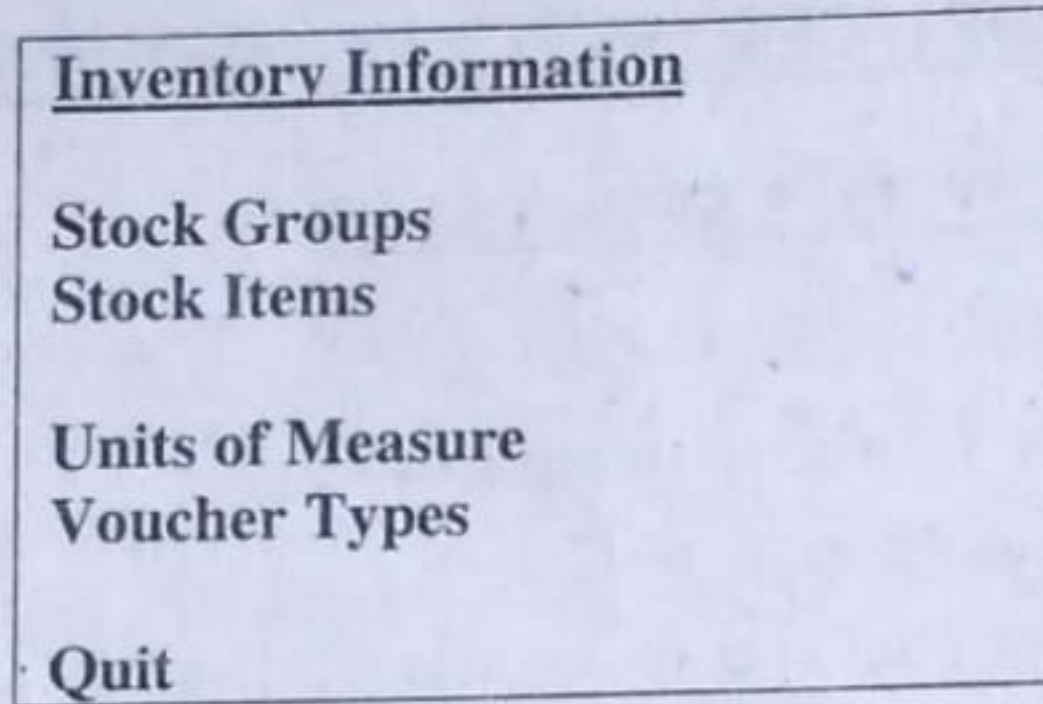
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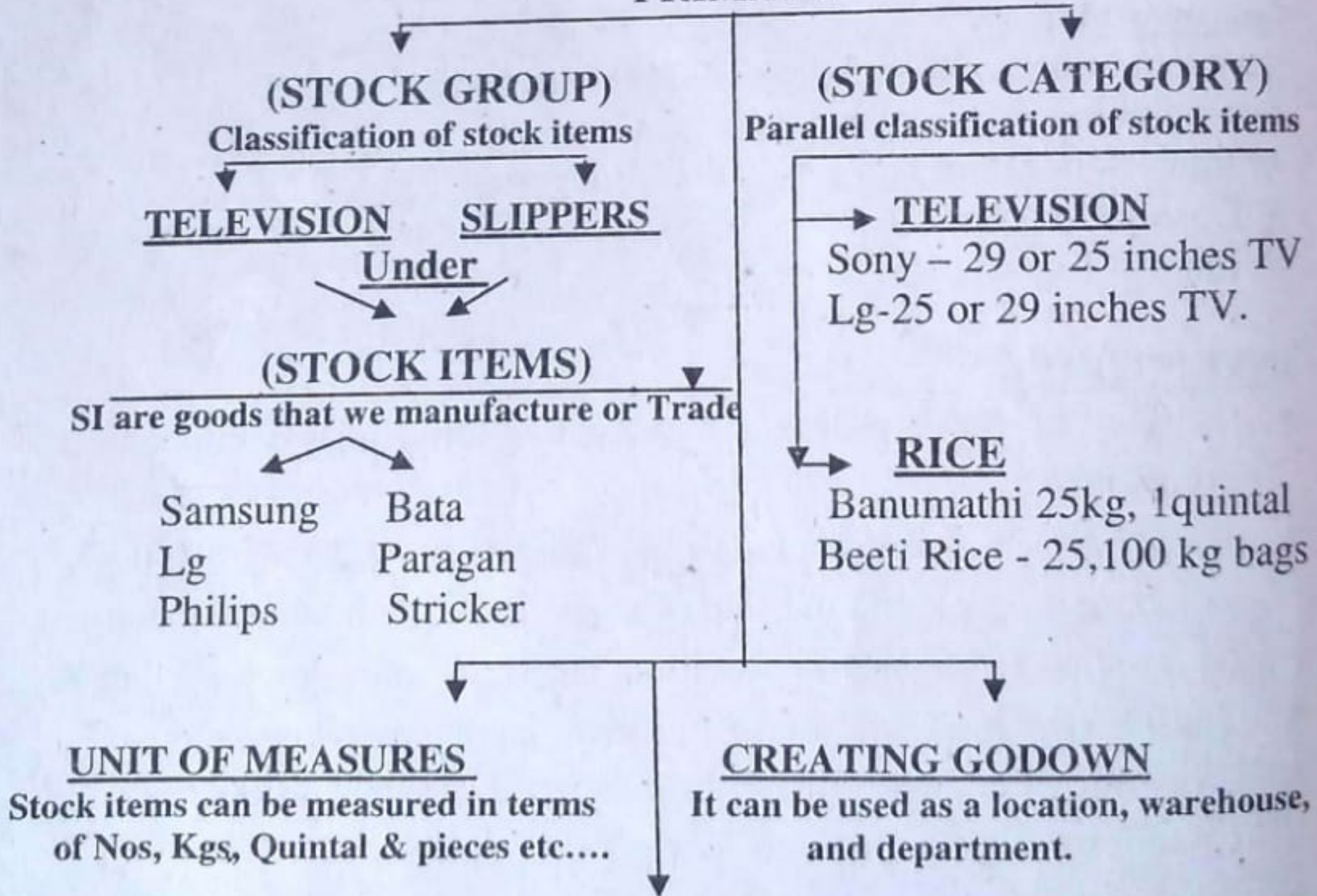
Creation of Inventory

Go to: **Gateway of Tally**

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Inventory Information

Stock Groups
Stock Items

Units of Measure
Voucher Types

Quit
```

Using Tally for getting accounting information of Inventory

INVENTORY

UNDER
PRIMARY

(STOCK GROUP)
Classification of stock items

TELEVISION   **SLIPPERS**
Under

(STOCK ITEMS)
SI are goods that we manufacture or Trade

Samsung	Bata
Lg	Paragan
Philips	Stricker

(STOCK CATEGORY)
Parallel classification of stock items

→ **TELEVISION**
Sony – 29 or 25 inches TV
Lg-25 or 29 inches TV.

↳ **RICE**
Banumathi 25kg, 1quintal
Beeti Rice - 25,100 kg bags

UNIT OF MEASURES
Stock items can be measured in terms
of Nos, Kgs, Quintal & pieces etc....

CREATING GODOWN
It can be used as a location, warehouse,
and department.

Televisions: **Nos.**
Rice   : **kg or quintal.**   **VOUCHER**
It is a detailed document of
Financial transaction of the business.

Creating Stock Category

Go to: Gateway of Tally

↓

Inventory information

↓

Stock Categories creation

Stock Categories creation	
Name : Blue	Accept?
Under : Primary	Yes or No

UNIT OF MEASURES

- Stock items are purchased & sold in the basis of quantity. The quantity items are measured in unit.
- The units of measure can either be simple or compound.

  Here Televisions are sold in numbers, Then units of measures will be **Nos.**

  But Rice can be sold in kgs or quintal. Then unit of measures will be **kg or quintal.**

Examples: Simple units

Nos, Meters, Kilograms, pieces etc..

Examples: Compound units: a box of ten pieces.

Go to : Gateway of Tally

↓

Inventory information

↓

Units of Measure

↓

Create