Course Code – COM (H) 211

Lecture 29

Activating Cost Category and Cost Centre

Ensure that you are at the Gateway of Tally of **National Traders**. To activate the cost centre and cost category

- Set **Yes** to the following in the **F11: Features (Accounting Features**):
- **Maintain Cost Centres**
- **More than ONE Cost Category**

Creating Cost Categories

Go to **Gateway of Tally > Accounts Info. > Cost Categories > Create**.

- **Name**: **Projects & Assignments**

- **Allocate Revenue Items**: **Yes**

- **Allocate Non-Revenue Items**: **No**

Press **Y** or **Enter** to accept the screen

Creating Cost Centre

Go to **Gateway of Tally > Accounts Info. > Cost Centres > Create**.

- **Category**: Select **Projects & Assignments**.

- **Name**: **Projects**.

- **Under**: **Primary**.

Similarly create the following Cost Centres,

- **Buildings, Roads** and **Airports**, by selecting **Projects and Assignments** as **Cost Category** and **Projects** for**Under**.

- **Amar** and **Barry**, by selecting **Salesmen** as **Cost Category** and **Primary** for **Under**

Thank You