

Course Code – COM (H) 211

Lecture 30



Applying Cost Centres to Ledger Accounts

Create the following Ledger accounts

- **Conveyance** and **Postage** under **Indirect Expenses**
- **Consulting Fees** under **Direct Incomes**.

Create Payment Voucher :

Go to **Gateway of Tally > Accounting Vouchers > F5: Payment > Select Petty Cash from List of Types**

1. **Date: 13-07-09**
2. You will notice that Tally.ERP 9 displays the **Dr** field. This is because the option **Use Single Entry mode for Pymt/Rcpt/Contra** is set to **No** in **F12: Configuration**, while making the billwise receipt entry.
3. Debit **Conveyance Rs. 20** and press **Enter**.
4. The **Cost Centre Allocation** sub-screen appears on entering the amount.

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Select the Category as **Projects & Assignments**.

Allocate the expense to Buildings.

Press **Enter** for the entire amount of 20.00 for Buildings.

5. Since you have completed the allocation of the full amount, the cursor moves back to the main voucher screen.

6. Credit **Petty Cash 20**

7. Type the **Narration** as **Paid to Amar for travelling to Brigade Road for the Buildings Project.**

8. Accept the voucher.

The completed **Payment Voucher Creation** will appear as shown :

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Now, create one more Payment Voucher.

Go to the **Gateway of Tally > Accounting Vouchers > F5: Payment > Select Petty cash.**

1. **Date: 17-07-09**
2. **Debit Conveyance: Rs. 50.00.**
3. **The Cost Centre Allocation** sub-screen appears after you enter the amount

Select **Projects & Assignments** as **Cost Category.**

Allocate Rs. 30 to **Buildings** and Rs. 20.00 to **Roads.**

Press **Enter** to accept

The cursor moves to the **Cost Category** field, select **Salesmen (Cost Category) > Amar** and enter the amount as **Rs. 50**

Press **Enter** to accept

Thank You