



Advance Accounting in Tally – Creating Voucher Class

Go to **Gateway of Tally** > select **Indus Enterprises** and shut **National Traders**.

- In the **F11: Features (Accounting Features)**, activate Invoicing for both sales and purchase vouchers (for **Indus Enterprises**).
- In the **F11: Features (Inventory Features)** set **Maintain Multiple Godowns** to **Yes**.
- In the **Local Sales** ledger, set **Inventory Values are affected** to **Yes**.

Create **Bangalore** godown under **Primary** and set **Yes** to the field **Allow Storage of materials**.

Press **F12: Accts / Inventory Info** and set **Specify Default Ledger Allocation for Invoicing** to **Yes**.

Create the following stock items with unit of measure as **Nos** and Cost Category as **Not Applicable**:

Specify the details for stock item **CPU** in the Stock Default screen as shown below :

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

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Step 1 : Create a voucher class for Sales Voucher Type

Return to the **Gateway of Tally > Accounts Info. > Voucher Types > Alter.**

1. Select **Sales Voucher**
2. Press **Enter** till you reach the **Name of Class** field.
3. Type the name as **Sales Class**.
4. Press **Enter** after typing **Sales Class** and the class screen appears.
5. Enter the details as displayed below in the **Sales Class** screen
6. The **Voucher class** table of **Sales voucher type** comprises of three sections.

Invoice Entry using Voucher Class

Go to **Gateway of Tally > Accounting Vouchers > F8: Sales.**

1. Tally.ERP 9 prompts for voucher class selection, select **Sales Class**.
2. Enter the date of the voucher as **2-5-2009**.
3. You will notice that the Ledger account VAT is already displayed.
4. Create **XYZ Ltd** under **Sundry Debtors** (do not activate bill wise details) and select the same in the **Party's A/c Name**.
5. Accept the address details and despatch details screen.
6. From the list of items, select **CPU**, **Monitor** and **Keyboard** one after the other. Quantity 1 nos for each and the rates Rs. 22,500, Rs. 7,500 and Rs. 2,500 respectively.
7. Select the godown as **Bangalore**. The completed **Sales voucher** appears as shown below :
8. Type the narration and press **Enter** to accept the screen.

Invoice Entry using Voucher Class

The Sales Account ledger is automatically credited in the voucher for Monitor and Keyboard. To display the Sales Account ledger: Go to **Gateway of Tally > Display > Account Books > Ledger > Sales Account**.

The **Sales Account Ledger** appears as shown below:

Total Sales Account allocation in the invoice is Rs. 10,000 (Monitor Rs. 7500 + Keyboard Rs.2,500).

Thank You