

Course Code – COM (H) 226

Lecture 3



Creating Purchase Voucher Without Inventory

On 1-6-2011, Universal Traders purchased 20 nos. of Surya Lamps ar Rs. 300 each from Sujan Ltd. Bangalore and 30 nos. of Philips Lamps at Rs. 500 each (Input VAT Rs. 840)

Step 1. Go to Gateway of Tally > Accounting Vouchers > F9

Step 2. Press F2 for entering Date

Step 3. Enter Supplier Invoice No. S/01

Step 4. Select the party as Sujan Ltd. To be credited from the list of accounts in Party's A/c Name and enter amount as Rs. 21840 (Purchase + VAT amount)

Step 5. In Bill wise details give the new reference as S/01

Step 6. Select Purchase @ 4% in Debit particulars

Step 7. Select end of list in Inventory Allocation screen as you will not be entering any inventory details. A sub screen asks for VAT/Tax class, Select Purchase @ 4%. Total amount of Purchase is Rs. 21000

Step 8. Select the Input VAT ledger and In the sub screen that appears, select Input VAT @ 4% in VAT/ Tax Class. Enter the total cost Rs. 21000, in assessable value and press Enter to return to the voucher class

Step 9. Tally ERP 9 displays the Input VAT amount as Rs. 840 (4% of Rs. 21000) by default. You can also choose to enter this amount.

Creating Purchase Invoice with Default VAT Class

On 3-6-2011, Universal Traders purchased 30 nos. of Surya Lamps at Rs. 300 each from Sujan Ltd. Bangalore VAT @ 4% is charged additionally.

Setup: Select as Invoice and Press F12

1. Accept Supplementary Details to NO
2. Use Common Ledger A/c for Item Allocation to NO
3. Allow selection of VAT/Tax Class during entry to NO

Step 1. Go to Gateway of Tally > Accounting Vouchers > F9 (Invoice Mode)

Step 2. Press F2 for entering Date

Step 3. Select the party as Sujan Ltd. From the list of ledgers

Step 4. Select surya lamps in the inventory allocation screen

Step 5. Type quantity as 30 and rate as 300 and press enter.

Step 6. In the accounting allocation screen, select purchase @ 4% and the VAT classification entered in the purchase ledger is displayed.

Step 7. On selecting Input VAT @4%, the VAT amount will be calculated automatically.

Step 8. In the bill wise details for screen, accept the default values.

Step 9. Type the narration and Press Y or Enter to Accept the screen.

Creating Sales Voucher Without Inventory

On 8-6-2011, Universal Traders sold 10 nos. of Surya Lamps at Rs. 350 each Chahak Traders Bangalore. VAT @ 4% was charged additionally.

Step 1. Go to Gateway of Tally > Accounting Vouchers > F8

Step 2. Press F2 for entering Date

Step 3. Select Chahak Traders in Debit particulars and enter the amount as Rs. 3640 (Total Sales + Output VAT)

Step 4. In Bill wise details for : Chahak Traders screen, accept the default values.

Step 5. Select @ 4% in the credit particulars and press enter to accept the amount as Rs. 3500 and select sales @ 4% in VAT/Tax class.

Step 6. Select End of the inventory allocation screen since you will not be entering any inventory details.

Step 7. On selecting the output VAT ledger, you will see a screen with pre filled VAT/ Tax class as Output VAT @ 4%.

Step. 8. The amount column will automatically display the Output VAT amount as Rs. 140

Creating Sales Invoice with Default VAT Class

On 3-6-2011, Universal Traders sold 30 nos. of Surya Lamps at Rs. 300 each from Sujan Ltd. Bangalore VAT @ 4% is charged additionally.

Setup: Select as Invoice and Press F12

1. Accept Supplementary Details to NO
2. Use Common Ledger A/c for Item Allocation to NO
3. Allow selection of VAT/Tax Class during entry to NO

Step 1. Go to Gateway of Tally > Accounting Vouchers > F9 (Invoice Mode)

Step 2. Press F2 for entering Date

Step 3. Select the party as Sujan Ltd. From the list of ledgers

Step 4. Select surya lamps in the inventory allocation screen

Step 5. Type quantity as 30 and rate as 300 and press enter.

Step 6. In the accounting allocation screen, select purchase @ 4% and the VAT classification entered in the purchase ledger is displayed.

Step 7. On selecting Input VAT @4%, the VAT amount will be calculated automatically.

Step 8. In the bill wise details for screen, accept the default values.

Step 9. Type the narration and Press Y or Enter to Accept the screen.

Accounting for Return of Goods

Setup:

To enable debit /credit note, F11 > F1 and set the following:

1. Use Debit/Credit Note – Yes
2. Use Invoice Mode for Credit Note – Yes
3. Use Invoice Mode for Debit Note – Yes

Sales Returns

On 20-6-2011, Somi Telicomm returned 1 No. od Surya Lamps to Universal Traders.

Step 1. Gateway of Tally > Accounting Vouchers > Ctrl + F8

Step 2. In the Accounting Details screen of Surya Lamps, select sales @4% under particulars.

The sales @ 4% will be selected in the VAT/Tax class.

Step 3. In the bill wise details for screen, select agst and the required billno.

Step 4. Press Y or enter to accept the screen.

Purchase Returns

Universal Traders returns 1 no. of surya lamps to sujan ltd. From the earlier purchases made from them.

Step 1. Gateway of Tally > Accounting Vouchers > Ctrl + F9

Step 2. In the Accounting Details screen of Surya Lamps, select purchases @4% under particulars. The purchases @ 4% will be selected in the VAT/Tax class.

Step 3. In the bill wise details for screen, select agst and the required billno.

Step 4. Press Y or enter to accept the screen.

Thank You