

Course Code – COM (H) 226

Lecture 26



# Accounting Multiple Expenses and Deducting TDS Later

On 18th May, 2009 Universal Infotech received a bill (vide No. 412) from Pheonix Agencies for Rs. 2,50,000 towards , Commission Charges — Rs. 50,000 , Advertisement Expenses — Rs. 2,00,000

Go to **Gateway of Tally > Accounting Vouchers > Press F9: Purchase**

1. Press **Alt + I** for **Account Invoice mode**
2. Press **F2** and change the date to **18-05-2009**
3. In **Party's A/c Name** field select **Pheonix Agencies** from the **List of Ledger Accounts**
4. Under **Particulars** select **Commission Expenses** and press **Enter**
5. Enter **Rs. 50,000** in the **Amount** field
6. Press **Enter** to view **TDS Nature of Payment Details** screen and accept the default details in the screen and press **Enter**.
7. Under **Particulars** select **Advertisement Expenses** and press **Enter**
8. Enter **Rs. 2,00,000** in the **Amount** field
9. Press **Enter** to view **TDS Nature of Payment Details** screen and accept the default details in the screen and press **Enter**.
10. Press **Enter** twice to view **TDS details** screen.

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12.Press **Enter** to accept the TDS Details

13.In the **Bill-wise Details** screen, Enter Details.

14.Enter transaction details in the **Narration** field.

15.Press **Enter** to Save.

Thank You