



## ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

### Enterprise Resource Planning Document

Since 2018, the College has implemented e-governance to run all its operations except where government/statutory software and systems are mandated. A tabular description of the same follows:

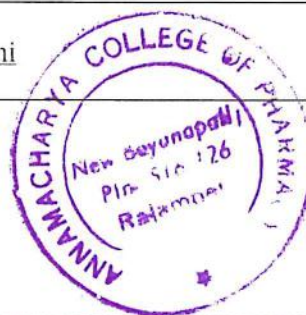
S. No.	Area of Implementation of e-governance	Name of Vendor/Developed By
1.	Web site	Targetorate Consulting LLP 5 <sup>th</sup> Floor, Shata Sriram Building, PSR Towers, Beside DLF, Gachibowli, Hyderabad
2.	Student Admission	Andhra Pradesh State Council of Higher Education <a href="https://cets.apsche.ap.gov.in/APSCHEHome.aspx">https://cets.apsche.ap.gov.in/APSCHEHome.aspx</a>
3.	Finance & Accounts	ERP Talley
4.	Library	TLSS Software
5.	Student Support	<a href="https://jnanabhumi.ap.gov.in/">https://jnanabhumi.ap.gov.in/</a>
		<a href="https://ancpapedugrievance.com/">https://ancpapedugrievance.com/</a>
		ICT Tools: Hardware & Software infrastructure
6.	Administration	eSSL Time Track
		Salary Package FoxPro
		EduGrievance
7.	Examination	JNTUA EMS Portal <a href="https://jntuaems.azurewebsites.net/college/Welcome.aspx">https://jntuaems.azurewebsites.net/college/Welcome.aspx</a>
8.	Alumni	<a href="https://www.ancpap.in/alumni">https://www.ancpap.in/alumni</a>

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# TRAINING MATERIAL

&

# TALLY MODEL COMPANY



A handwritten signature in green ink, appearing to be "S. Srinivas".

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ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + E	To export the report in ASCII, SDF, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher	At List of Vouchers - inserts a voucher before the one where you positioned the cursor and used this key combination.
ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/Last of Vouchers	At all voucher screens in TALLY
CTRL + A	To accept a form - wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.



F10	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY
ALT + 2	To Duplicate a voucher	At List of Vouchers - creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers - adds a voucher after the one where you positioned the cursor and used this key combination.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.

## Basic Principles of Accounting :-

### Guidelines on Basic Accounting Principles and Concepts

GAAP (Generally Accepted Accounting Principles) is the framework, rules and guidelines of the financial accounting profession with a purpose of standardizing the accounting concepts, principles and procedures.

Here are the basic accounting principles and concepts under this framework :

#### 1. Business Entity

A business is considered a separate entity from the owner(s) and should be treated separately. Any personal transactions of its owner should not be recorded in the business accounting book, vice versa. Unless the owner's personal transaction involves adding and/or withdrawing resources from the business.

#### 2. Going Concern

It assumes that an entity will continue to operate indefinitely. In this basis, assets are recorded based on their original cost and not on market value. Assets are assumed to be used for an indefinite period of time and not intended to be sold immediately.

#### 3. Monetary Unit

The business financial transactions recorded and reported should be in monetary unit, such as INR, US Dollar, Canadian Dollar, Euro, etc. Thus, any non-financial or non-monetary information that cannot be measured in a monetary unit are not recorded in the accounting books, but instead, a memorandum will be used.

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#### 4. Historical Cost

All business resources acquired should be valued and recorded based on the actual cash equivalent or original cost of acquisition, not the prevailing market value or future value. Exception to the rule is when the business is in the process of closure and liquidation.

#### 5. Matching Concept

This principle requires that revenue recorded, in a given accounting period, should have an equivalent expense recorded, in order to show the true profit of the business.

#### 6. Accounting Period

This principle entails a business to complete the whole accounting process of a business over a specific operating time period. It may be monthly, quarterly or annually. For annual accounting period, it may follow a Calendar or Fiscal Year.

#### 7. Conservatism

This principle states that given two options in the valuation of business transactions, the amount recorded should be the lower rather than the higher value.

#### 8. Consistency

This principle ensures consistency in the accounting procedures used by the business entity from one accounting period to the next. It allows fair comparison of financial information between two accounting periods.

#### SHORTCUT KEYS IN TALLY :-

Windows	Functionality	Availability
F1	To select Accounts Button and inventory Buttons	At the Accounting / Inventory vouchers creation and alteration screen
F2	To change the menu period	To change the menu period
F3	To select the company	To change the menu period
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL + F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen

**BALANCE SHEET IN TALLY :-**

**PATH- Gateway of Tally → Display → Balance Sheet**


APRIC		APRIC	
as at 28-Apr-2013		as at 28-Apr-2013	
<b>Liabilities</b>		<b>Assets</b>	
<b>Capital Account</b>		<b>Fixed Assets</b>	
FUNDS	6,32,200.00	BUILDING	
Loans (Liability)	1,810.25	DEAD STOCK	
Current Liabilities		INVESTMENTS	38,64,100.25
FRANCHISES		Investments	
DEPOSITS RECEIVED		Current Assets	
OTHER LIABILITY	1,910.25	Trading Stock	
SUPERVISION FEES PAYABLE		Loans & Advances (Adv.99)	9,06,110.30
Profit & Loss Ac		Capitalised	29,68,889.25
Opening Balance	32,20,400.00	Bank Accounts	
Current Period			
<b>Total</b>	<b>38,64,400.25</b>	<b>Total</b>	<b>38,64,400.25</b>

**9. Materiality**

Ideally, business transactions that may affect the decision of a user of financial information are considered important or material, thus, must be reported properly. This principle allows errors or violations of accounting valuation involving immaterial and small amount of recorded business transaction.

**10. Objectivity**

This principle requires recorded business transactions should have some form of impartial supporting evidence or documentation. Also, it entails that bookkeeping and financial recording should be performed with independence, that's free of bias and prejudice.

  
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**Golden Rules of Accounting :-**

**A) Real Accounts:-**

- 1) Debit what comes in.
- 2) Credit what goes out.

**B) Personal Accounts :-**

- 1) Debit the receiver.
- 2) Credit the giver.

**C) Nominal Accounts :-**

- 1) Debit all expenses & Losses.
- 2) Credit all Incomes & Revenue.

**PROFIT & LOSS A/C IN TALLY :-**

**PATH- Gateway of Tally → Display → Profit & Loss A/c**

Debit (₹)		Credit (₹)	
Particulars	1-Apr-2013 to 30-Apr-2013	Particulars	1-Apr-2013 to 30-Apr-2013
Opening Stock		Sales Accounts	32,40,500.00
Purchases Accounts	32,40,500.00	Interest Income	22,47,500.00
Gross Profit c/o	32,40,500.00	MARKET FEES	
		Closing Stock	
Indirect Expenses	10,000.00	Gross Profit b/f	32,40,500.00
ADMINISTRATIVE EXPENSES		Interest Income	
COMMITTEE MEMBERS Exp	10000	MANU MARKET - OTHER INCOME	
INTEREST PAID TO BANKS		MANU MARKET - PROPERTY INCOME	
OTHER EXPENSES		SUB MARKET - OTHER INCOME	
SALES & ALLOWANCE TO STAFF	10,000.00	SUB MARKET - PROPERTY INCOME	
Net Profit	22,30,500.00		
Total	32,40,500.00	Total	32,40,500.00

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Can see the opening as well as Closing Trail Balance with Transactions During the year as per below screen :

Particulars	APMC 1-Apr-2013 to 24-Apr-2013		Closing Balance
	Opening Balance	Transactions Debit    Credit	
<b>Current Assets</b>	<b>5,72,200.00 Cr</b>		<b>6,32,200.00 Cr</b>
FINCES	5,72,200.00 Cr		6,32,200.00 Cr
Current Liabilities		1,810.25 Cr	1,810.25 Cr
SUPERVISION FEES PAYABLE		1,810.25	1,810.25 Cr
Current Assets	6,32,200.00 Dr	30,100.00	36,61,900.25 Dr
Cash-in-hand	1,45,700.00 Cr	10,000.00	9,16,100.00 Cr
Bank Accounts	3,86,500.00 Cr	20,100.00	29,93,200.25 Cr
Direct Incomes		30,40,000.00	32,40,900.00 Cr
MARKET FEES		32,40,500.00	32,40,500.00 Cr
Indirect Expenses		10,100.00	10,100.00 Dr
ADMINISTRATIVE EXPENSES		100.00	10,000.00 Dr
SALARY & ALLOWANCE TO STAFF		10,000.00	
<b>Grand Total</b>		<b>32,72,400.25</b>	<b>32,72,400.25</b>

FIRST SCREEN :-  
Tally ERP Icon.

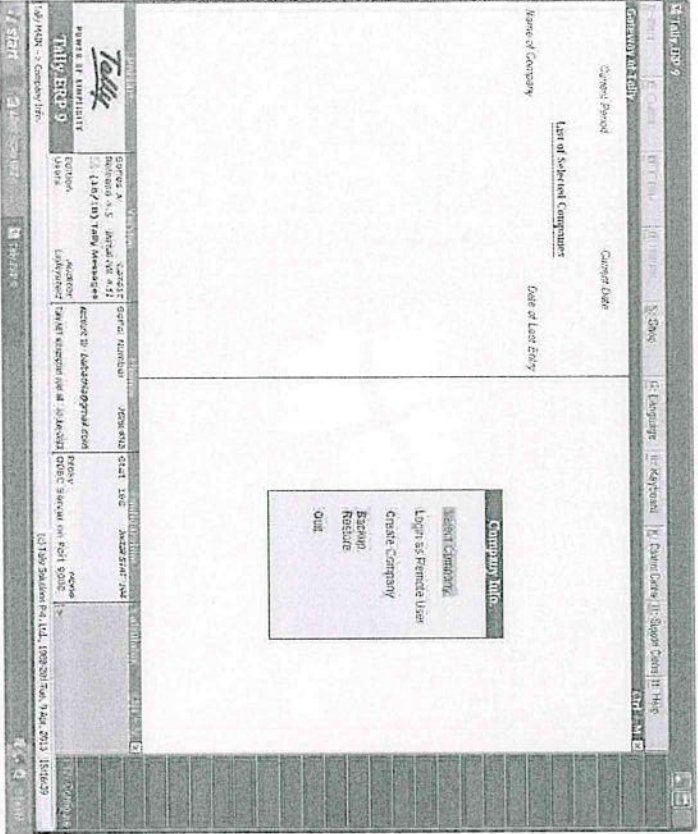


Please double Click on Tally ERP9 Icon or select and press enter on Tally ERP9 Icon to start the Tally ERP Program

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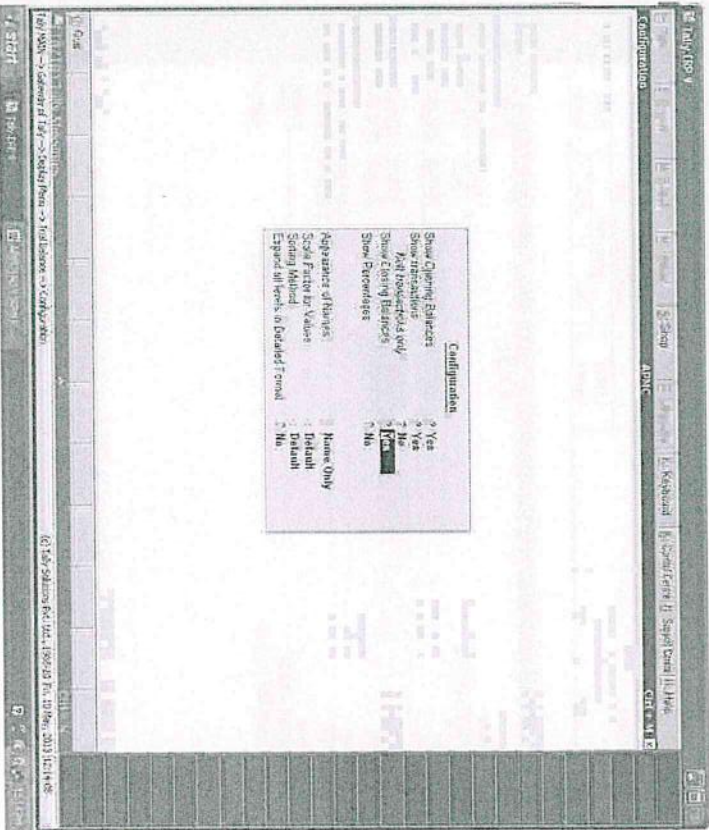
**SELECT COMPANY:-**

**Main Screen**



Enter on Select or Press "S" to open the desired company.

By Pressing F12 ( Configuration), We can select Opening Trail Balance Yes Option and can see the Opening Trail Balance also or Can see the transactions during the year also.



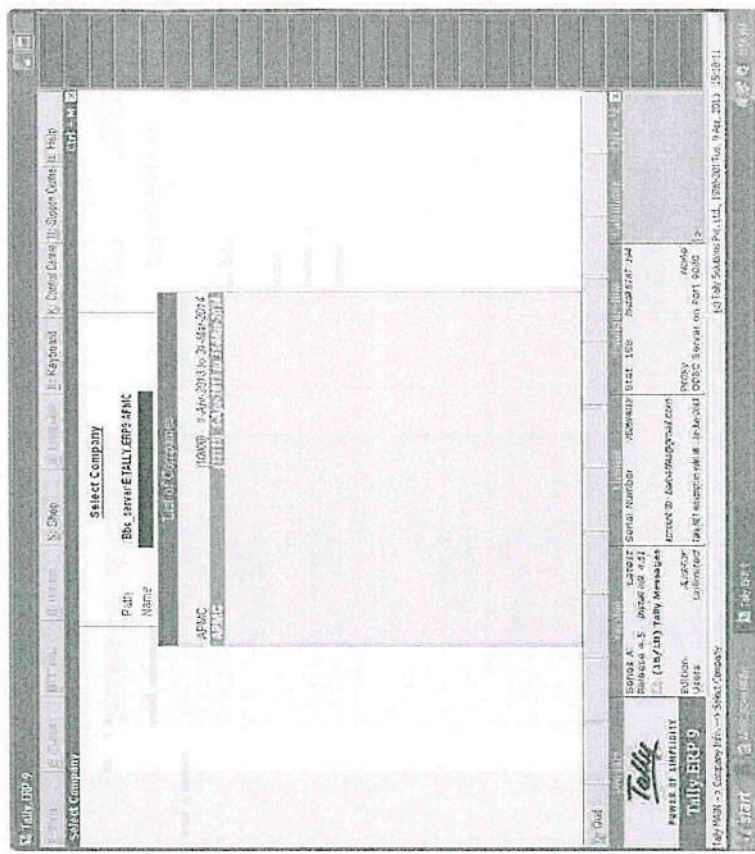
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*[Signature]*

After Pressing Alt+F1 key, We will get the detailed trail Balance :-

Particulars	1-Apr-2013 to 30-Apr-2013	30-Apr-2013
	Debit	Credit
<b>Current Liabilities</b>		6,32,220.00
FUNDS		1,80.25
CURRENT LIABILITIES		1,80.25
SUPERVISION FEES PAYABLE		1,80.25
<b>Current Assets</b>	38,61,490.25	
Closing Stock	9,05,110.00	
Cash-in-hand	25,59,380.25	
Bank Accounts		
Direct Incomes		32,40,500.00
MARKET FEES	10,100.00	
Indirect Expenses	10,000.00	
ADMINISTRATIVE EXPENSES	10,000.00	
SALARY & ALLOWANCE TO STAFF	10,000.00	
<b>Grand Total</b>	<b>38,74,590.25</b>	<b>38,74,590.25</b>

CHOOSE COMPANY :-



Choose the Relevant company from the list and press enter.

  
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**GATEWAY OF TALLY :-**

The screenshot shows the Tally Gateway interface. At the top, it displays 'Company Profile' for 'APNIC' with the period '1-1-2013 to 31-3-2014'. The group date is 'Monday, 1 Apr, 2013'. Below this, there are sections for 'List of Selected Companies' and 'Date of Last Entry'. The main menu is titled 'Gateway of Tally' and includes options like 'Master', 'Transaction', 'Accounting Journal', 'Unit', 'Report', 'Audit', and 'Data/Backup/Account Printing/Quit'. On the right side, there are buttons for 'Print', 'Language', 'Keyboard', 'Send Data to Server', and 'Help'. At the bottom, there is a 'Grand Total' section showing '36,74,590.25' and '38,74,590.25'.

At this screen, it can be seen as to which company is open, period of operation, current date and the date of last entry.

**Summarise Groupwise Closing Trail Balance:-**

The screenshot shows the 'Summarise Groupwise Closing Trail Balance' screen. It displays a table with columns for 'Particulars', 'APNIC', and '1-Apr-2013 to 31-Mar-2013'. The table lists various account types and their balances. At the bottom, there is a 'Grand Total' section showing '36,74,590.25' and '38,74,590.25'. The interface includes navigation buttons like 'Print', 'English', 'Hindi', 'Language', and 'Send Data to Server'.

Particulars	APNIC	1-Apr-2013 to 31-Mar-2013
Current Assets	38,64,190.25	
Current Liabilities	1,89,600.00	
Direct Income		32,10,590.00
Indirect Expenses		10,000.00
<b>Grand Total</b>	<b>36,74,590.25</b>	<b>38,74,590.25</b>

  
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### TRAIL BALANCE :-

PATH- Gateway of Tally → Display → Trail Balance

**Gateway of Tally**

Current Period: 1-1-2013 to 31-3-2013  
Sunday, 28-Apr-2013

List of Selected Companies

Name of Company: APAC  
Date of Last Entry: 29-Apr-2013

**Display Menu**

- Trial Balance
- Day Book
- Account Books
- Statements of Accounts
- Cash/ Funds Flow
- Receipts and Payments
- List of Accounts
- Exception Reports
- Quit

**Tally**  
PART OF SIMPLICITY  
TALLY ERP 9

Serial Number: 7858422  
Licence: 7858422  
Company: Tally ERP 9  
Version: 5.55

### CHANGE ACCOUNTING PERIOD :-

**Change Accounting Period**

Type: Alt-F2  
Date: 11-5-2014

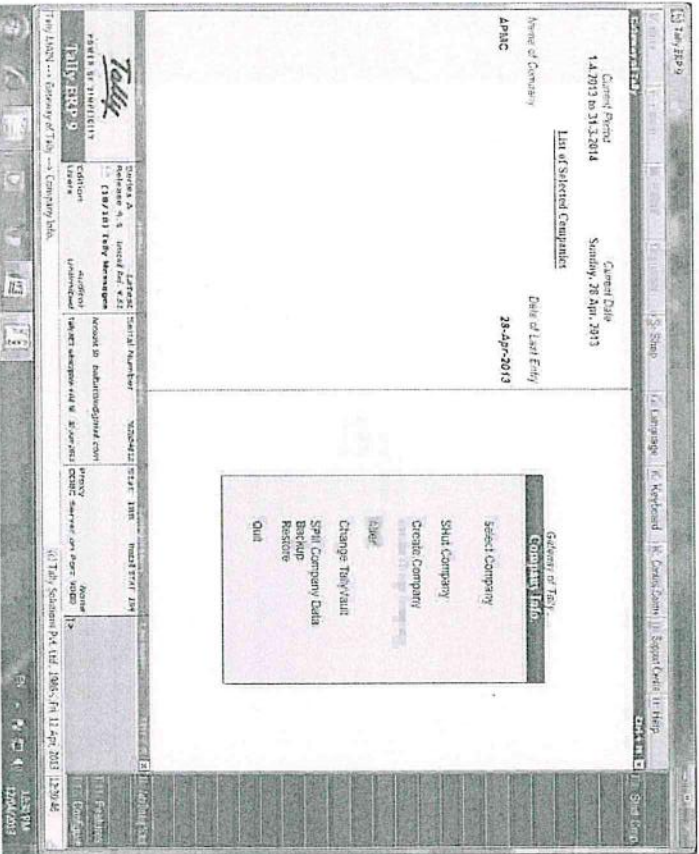
**Tally**  
PART OF SIMPLICITY  
TALLY ERP 9

Serial Number: 7858422  
Licence: 7858422  
Company: Tally ERP 9  
Version: 5.55

Press "Alt-F2" to change the period for which accounting is to be done.

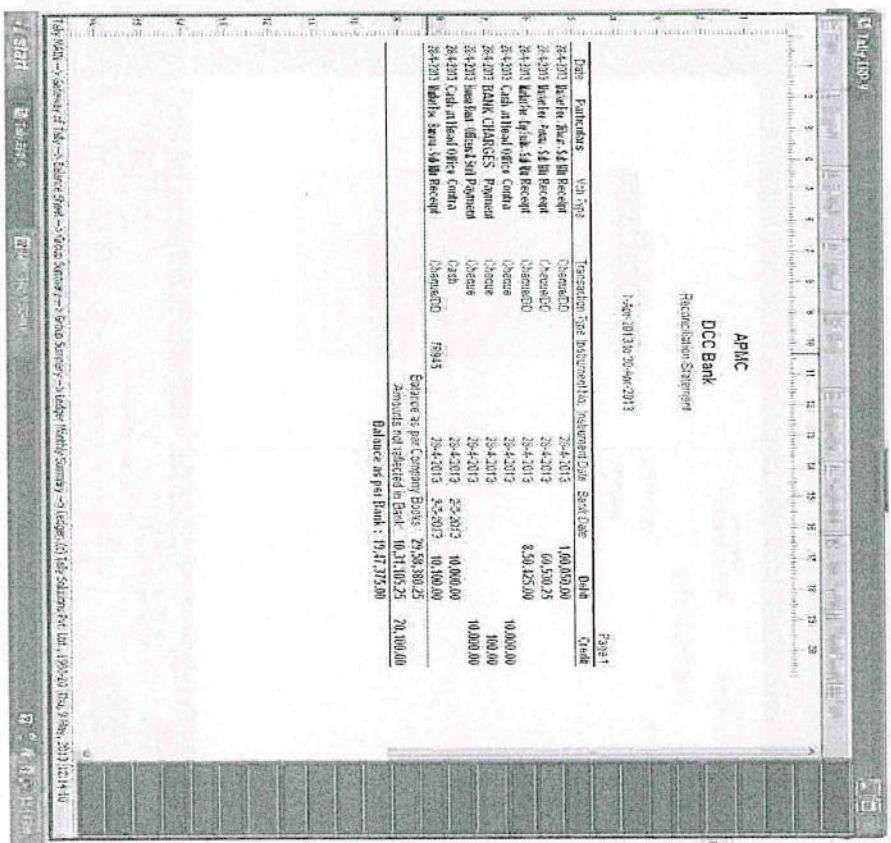
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**ALTER COMPANY / CREATE NEW COMPANY :-**



After pressing "Alt-F3", the company info screen is displayed, in which options for Altering company master data, backup etc are seen (Alter).

**BANK RECONCILIATION STATEMENTS :-**



Bank Reconciliation can be prepared on the basis of Bank date and Date on which entries are recorded in tally. With the help of this BRS can be obtained on Real Time basis.

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**ENTER THE OPENING BALANCE AMOUNT :-**

The screenshot shows the 'Enter Opening Balance' window in Tally. The 'Name' field is 'Cash at Head Office'. The 'Total Opening Bal' is 1,45,779.00 IN. The 'Balance' is 9,66,720.00 IN. The 'Opening Balance for 01-Apr-2013' is 1,45,779.00 IN. The 'Unit' is 'Cash at Head Office'. The 'Name' field is 'Cash at Head Office'. The 'Address' field is 'Tally Software'. The 'Total Opening Bal' is 1,45,779.00 IN. The 'Balance' is 9,66,720.00 IN. The 'Opening Balance for 01-Apr-2013' is 1,45,779.00 IN.

The Opening Balance as on 01-04-2013 can be feeded for all ledgers and it should be ensured that there is no difference in opening Balance in Tally.

**PREPARING BANK RECONCILIATION STATEMENTS :-**

The screenshot shows the 'Bank Reconciliation' window in Tally for 'CCC Bank'. The window displays a list of transactions with columns for Date, Particulars, Vch Type, Transaction Type, Instrument No., Instrument Date, Bank Date, Bank, and Credit. The transactions include 'Bank Receipt', 'Bank Payment', and 'Cash at Head Office'. The 'Balance as per Company Books' is 29,58,480.25. The 'Balance as per Bank' is 18,97,250.00. The 'Difference' is 10,61,230.25.

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Bank	Credit
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	10,100.00	
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	10,000.00	
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	5,00,250.00	
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	50,000.00	
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	1,00,000.00	
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	60,530.25	
1-2-2013	Bank Receipt - Other Bank Receipt		Bank Receipt		1-2-2013	15-2-2013	8,50,425.00	
1-2-2013	Cash at Head Office		Cash		1-2-2013	15-2-2013		10,000.00
1-2-2013	Bank Payment		Bank Payment		1-2-2013	15-2-2013		100.00
1-2-2013	Bank Payment		Bank Payment		1-2-2013	15-2-2013		10,000.00
1-2-2013	Bank Payment		Bank Payment		1-2-2013	15-2-2013		10,100.00

Balance as per Company Books: 29,58,480.25  
 Balance as per Bank: 18,97,250.00  
 Difference: 10,61,230.25

For Preparing Bank Reconciliation, Press F5 Key and enter the Actual clearance date of cheque (Bank Date). From that we can get the difference and detail of amount which is not reflected in Bank account for current period.

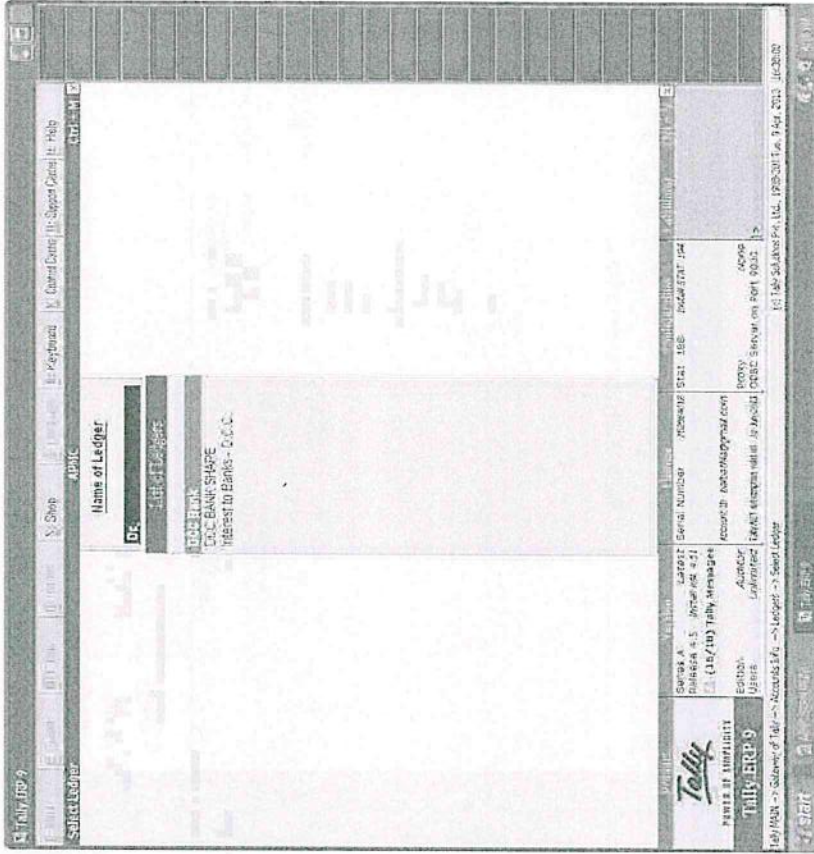


**BANKING DETAILED TRANSACTIONS :-**

Date	Particulars	Vch No.	Vch No.	Debit	Credit
3-4-2013	Market Fee - Banana - Main Mkt			10,000.00 Cr	
	Supervision Fee - Main Market			100.00 Cr	
3-4-2013 (as per details)					10,000.00 Cr
15-4-2013	Market Fee - Cotton - Main Mkt			900.00 Cr	
	Supervision Fee - Main Market			5,000.00 Cr	
15-4-2013 (as per details)					5,000.00 Cr
15-4-2013 (as per details)					9,000.00 Cr
	Market Fee - Wheat - Sub Mkt			25.00 Cr	
15-4-2013 (as per details)					1,00,000.00 Cr
15-4-2013 (as per details)					50.00 Cr
28-4-2013 (as per details)					60,000.00 Cr
28-4-2013 (as per details)					30.25 Cr
28-4-2013 (as per details)					8,50,000.00 Cr
28-4-2013 (as per details)					425.00 Cr
28-4-2013	Cash at Head Office				10,000.00
28-4-2013	Cash at Head Office				100.00
28-4-2013	BANK CHARGES				10,000.00
28-4-2013	House Rent - Officers & Staff				10,000.00
28-4-2013 (as per details)					20,000.00
				Opening Balance	3,35,000.00
				Current Total	25,51,980.25
				Closing Balance :	25,53,980.25

After Entering Ledger Monthly Extract, We can get the detailed day wise Transactions.

**PATH : Accounts info → Ledger → Alter → DCC BANK**



*[Handwritten Signature]*

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**ENTERING THE OPENING BALANCE AMOUNT :-**

The Closing balance as on 31.03.2013 as per audited statement of accounts can be recorded as opening balance as on 01.04.2013.

**BANKS MONTHLY EXTRACT :-**

We can see the Total monthly Inflow and outflow (Dr.& Cr.) of a particular ledger and also can see the Monthly closing balance of the said ledger.

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**Payment Entry :**

Tally ERP 9 | Print | E-Export | M-Email | Upload | S-Shop | G-Language | H-KeyBoard | J-Cancel Entry | Support Center | Help | **28-Apr-2013** | Sunday

**Payment Voucher** | No. 2 | Date: 28-Apr-2013

Particulars	Debit	Credit
By House Rent - Officers & Staff	10,000.00	
To DCC Bank		10,000.00

Cur Bal: 29,48,185.25 Dr  
 House Rent - Officers & Staff  
 Cheque Range: - Not Applicable  
 Bank Date:

Cheque: 10,000.00  
 Iss. No.:  
 Iss. Date: 28-Apr-2013  
 Gross (Incl): A/c Payee

Narration:

Tally ERP 9 - Category of Entry | Tally Solutions Pvt. Ltd. | 1985, May 15, Apr. 2013 | 3:40 PM | 15/04/2013

Principal  
 Annamacharya College of Pharmacy  
 New Boyanapalli - 516 126  
 Rajampet, Annamayya Dist. A.P.

**FOR MAKING ACCOUNTING ENTRIES :-**

**Select Accounting Vouchers**

Tally ERP 9 | Select Entry | Select Group

General Date: Monday, 28 Apr, 2013  
 Goss of Last Entry: 29 Apr 2013

List of Selected Companies: APINC

**Category of Entry**

- Masters
  - Accounting Info
  - Quick Setup
- Transactions
  - Accounting Vouchers
- Updates
  - Import of Data
  - Batching
- Audit
  - Audit & Compliance
- Reports
  - Balance Sheet
  - Profit & Loss A/c
  - Ratio Analysis
  - Display
  - Multi-Account Printing
  - Quit

Tally ERP 9 - Category of Entry | Tally Solutions Pvt. Ltd. | 1985, May 15, Apr. 2013 | 3:42 PM | 15/04/2013

**SELECT THE PROPER KEY AS PER REQUIREMENT :-**

- i) F4 - Contra : For any Deposit/Withdrawal of Cash from Bank. (Only Cash/Bank A/c are Debited / Credited in Contra entries.)
- ii) F5 - Payment: For any Payment made weather cash /Cheque entry should be passed through Payment entry. (Only Cash/Bank A/c are Credited in Payment entry.)
- iii) F6 - Receipt: For any Receipt weather in cash /Cheque entry should be passed through Receipt entry. (Only Cash/Bank A/c are Debited in receipt entry.)
- iv) F7 - Journal : Other than Cash/Bank any entry can be passed through Journal entry. (Transactions where No Cash/Bank A/c are affected should be passed through Journal e.g. Year end Provisions entries).
- v) F8 & F9 - Sales & Purchase Entries: For Trading Activities i.e Purchase & Sales of Goods, Entries should be passed through this keys.

**SELECT F5 KEY FOR PAYMENT ENTRY :-**

**Payment Entry :**

Particulars	Debit	Credit
By Bank Charges	100.00	
To OCC Bank		100.00
<b>Total</b>	<b>100.00</b>	<b>100.00</b>

**PRINCIPAL**

**ANNAMACHARYA COLLEGE OF PHARMACY**  
 NEW BOYANAPALLI - 516 126  
 RAJAMPET, ANNAMAYYA Dist. A.P

**Contra entry :  
Amounts Deposit into the Bank.**

The screenshot shows a journal entry in Tally ERP 9. The entry is dated 28-Apr-2013. The debit side shows 'Cash' for 10,000.00, and the credit side shows 'DCC Bank' for 10,000.00. The narration is 'To Cash at Head Office By DCC Bank 29,80,265.25 Dr Inst. No.: Cash Inst. Date : 28-Apr-2013 Bank Name: Branch:'. The total debit and credit amounts are both 10,000.00.

Particulars	Debit	Credit
To Cash at Head Office	10,000.00	
By DCC Bank		10,000.00
<b>Total</b>	<b>10,000.00</b>	<b>10,000.00</b>

**SELECT F6 KEY FOR RECEIPT ENTRY : -  
MAIN MARKET FEES RECEIPT.**

The screenshot shows a receipt entry in Tally ERP 9. The entry is dated 28-Apr-2013. The debit side shows 'Market Fees' for 10,000.00, and the credit side shows 'DCC Bank' for 10,000.00. The narration is 'Market Fees - Main Market Fees By DCC Bank 1,10,000.00 Dr Inst. No.: 29,80,265.25 Dr Inst. Date : 28-Apr-2013 Bank Name: Branch:'. The total debit and credit amounts are both 10,000.00.

Particulars	Debit	Credit
Market Fees	10,000.00	
By DCC Bank		10,000.00
<b>Total</b>	<b>10,000.00</b>	<b>10,000.00</b>

For recording of any transactions, Rules of Accounting should be followed. E.g. At the time of recording Market receipt (Income) Nominal Accounts rules i.e. Credit the Incomes and Revenues. ( Please refer above screen).

Summary of Transactions Should be mentioned in Narration Part.

**In the above entry, please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.**

**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**

**SUB MARKET FEES RECEIPT.**

Particulars	Debit	Credit
M/s. ABC	10,000.00	
<b>Total</b>	<b>10,000.00</b>	

In the above entry , please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.

**SELECT F4 KEY FOR CONTRA ENTRY :**

Contra entry :  
Amount withdrawn from the Bank.

Particulars	Debit	Credit
To DCC Bank	10,000.00	
<b>Total</b>	<b>10,000.00</b>	

**PRINCIPAL**  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 518 125  
RAJAMPET, ANNAMAYYA Dist. A.P