**Sample Assignment Sale/Purchase Entry (Without Goods)**

M/s Arjun Ltd. Co.

Oct:1 Arjun started a business with cash Rs. 10,00,000

Oct: 2  Received a bank loan from HDFC Bank Rs. 5,00,000

            Opened a bank account with Bank SBT Rs. 2,00,000

Oct: 3  Bought Furniture from Furniture Mart Rs. Rs. 1,00,000

           Advertisement payable to Media Advertiser Rs. 1,00,000 (Inv. No. 1284, due days 10 days)

Oct: 4 Paid printing charge Rs. 500

           Bought Machinery Rs. 1,20,000

Oct: 5 Purchased goods from Aroma Traders Rs. 85,000 (bill No: 108)

           Purchased goods for cash Rs. 10,000

Oct: 6 Telephone charge paid by SBT cheque Rs. 1800 (Ch No:123456789)

Oct: 7 Cash sales Rs. 50,000

Oct: 8 Goods returned to Aroma traders Rs. 5,000 (agst Bill No: 108)

Oct:10Cash paid to Aroma Traders Rs. 25,000 (Bill 108)

Oct: 11Sold goods to Kishore Rs. 40,000 ( Bill No: 2)

Oct: 12Cash received from Kishore Rs. 25,000 (Bill No: 2)

Oct: 13Goods returned from Kishore Rs. 5,000 (Bill No: 2)

Oct:15Cash withdrawn from SBT Bank Rs. 10,000

Oct: 16 Paid loan of HDFC Rs. 1,00,000

Oct: 17 Cheque of Bank SBT issued to Furniture Mart Rs. 50,000

Oct: 18 SBT Cheque issued to Media Advertiser Rs. 50,000

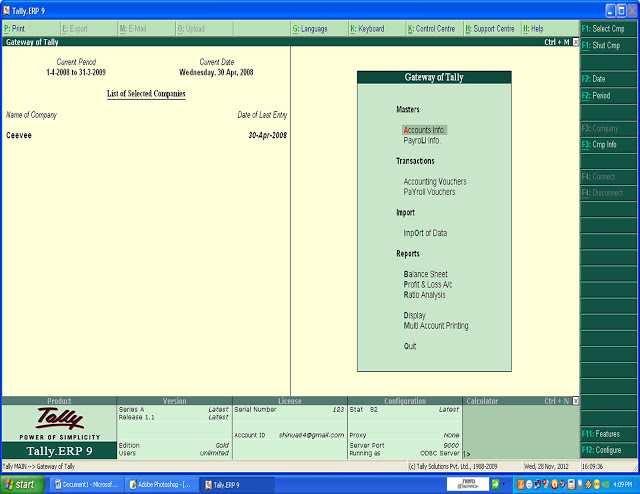
Oct: 25 Cash withdrawn from SBT Bank for personal use Rs. 5,000

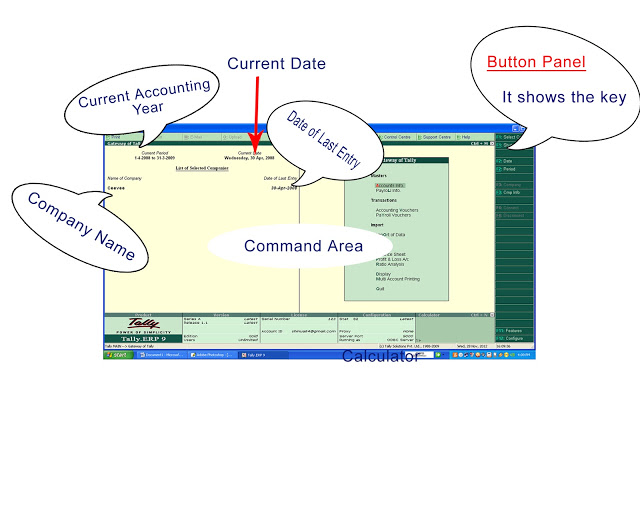
Oct: 30 Paid salary Rs. 12,000

**How to create company**

Double clicking on the tally icon will open tally.

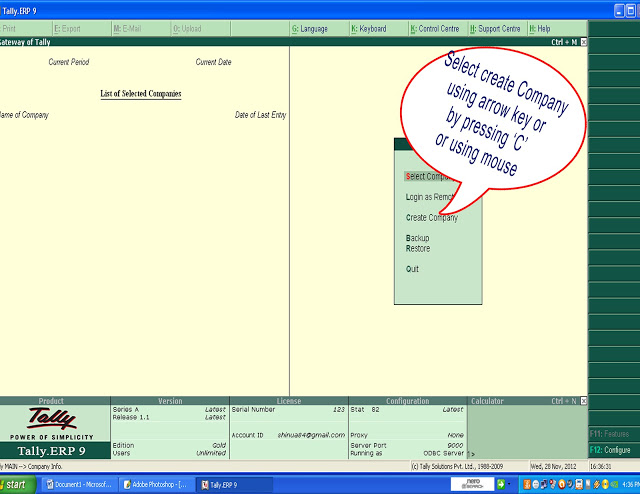
Tally opening screen will look like as follows.

[](https://3.bp.blogspot.com/-B2o2J3RTYqM/UOaeUglMQqI/AAAAAAAAAOU/rhdW4Wbw3rk/s1600/3.jpg)

[](https://2.bp.blogspot.com/-uvmKqi91ryo/UOaeIesOJ6I/AAAAAAAAAOE/_4kQmCFHTks/s1600/4.JPG)

From here press Alt + F1 (to shut company)

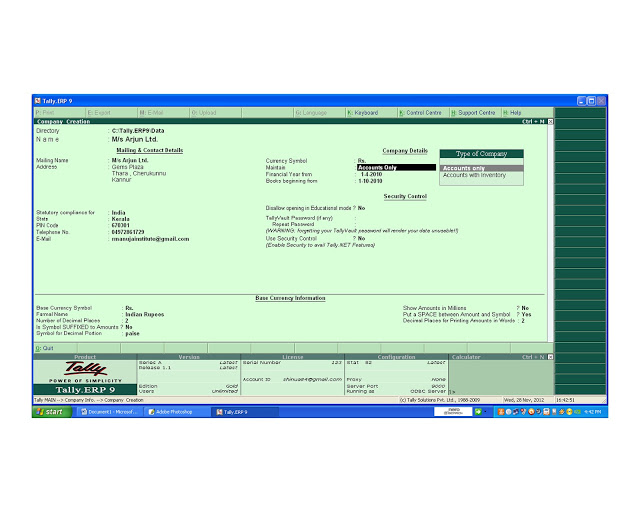
Then select the option create company.

[](https://4.bp.blogspot.com/-t-FhJMTioU4/UOaeSyNDeYI/AAAAAAAAAOM/S_h1eIl8px8/s1600/5.jpg)

**Insert the following details.**

Directory: C:\ Tally .ERP9 \ Data (this is the default directory and folder.  if necessary you can change this at the time of tally software installation or you can directly change from the creation window. (d:\ Tally\Data) i.e., you only type the path or drive where you want to store your data)

**Name: M/s Arjun Ltd.(  ie, company name )**  
**Address**  
**Select the country and state**  
**Give Pin code,telephone no, mobile no and e-mail address**  
**if you want auto back up then, Enable auto backup Yes**  
**Currency symbol**  
**Maintain- Accounts only or accounts with inventory. (**Specify whether you want to maintain only financial books of accounts or both accounts and inventory)  
**If you want to give inventory details, then you should select Accounts with inventory**  
Then give **Financial Year and Books beginning**  
Financial year from ( Tally considers 12 months from the date you give here as the Financial year 01/01/2010)  
Books beginning ( in this case, it is 01/10/2010)  
**Tally Vault Password:**here you can give a password  
**Use Security Control:**If you want to  control over accessing tally data, give **Yes**

[](https://3.bp.blogspot.com/-ljCkgl5AnSA/UOaeAc-NmQI/AAAAAAAAAN8/29tXYgNDKR4/s1600/6.jpg)

Your company is created. Then you can see the **Gateway of Tally.**The button panel of this shows:-

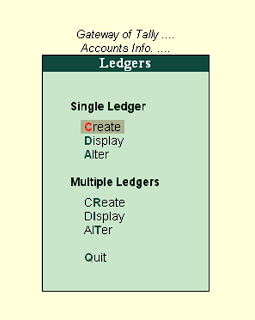
**F1- Select Company**( Here you can open your company from the list of companies).

**F1( Press Alt + F1)- Shut Company (** To close a company)

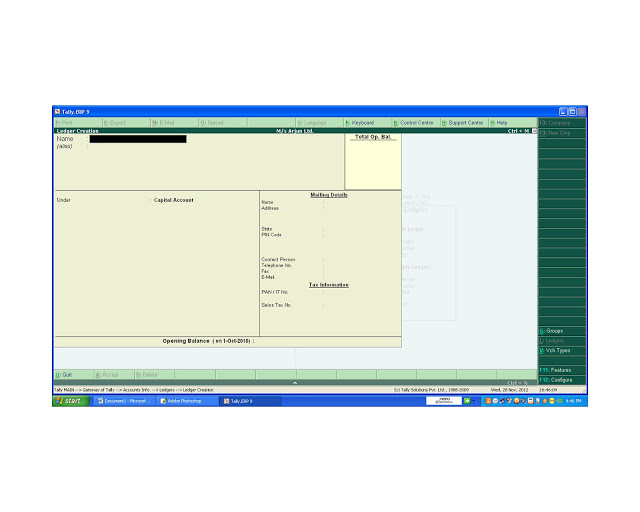
**F2- Change Date**( Here you can change the current date)

**F2( Press Alt + F2)**(To change current period of Company)

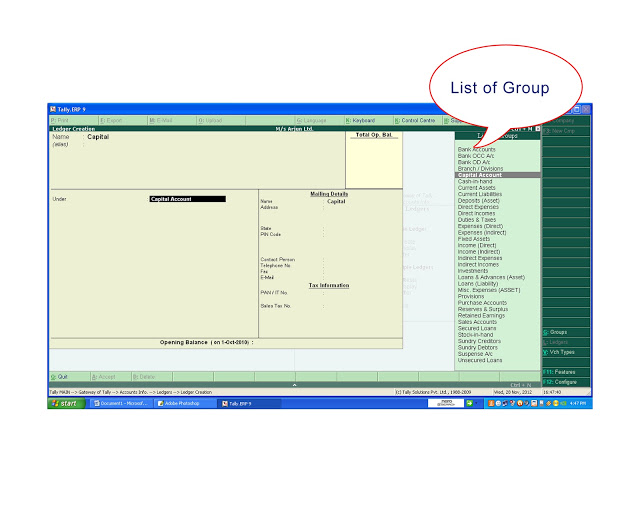
**Ledger Creation**  
From **Gateway of Tally**go to **Accounts info - Ledger- Create**

[](https://2.bp.blogspot.com/-qsWcrCbGG8o/UOfKCjScFJI/AAAAAAAAAO8/OugPXMqRwuw/s1600/1.jpg)

**Here Type  Capital A/c**

[](https://3.bp.blogspot.com/-bRJO547ThZI/UOad-klCSlI/AAAAAAAAAN0/zcnhumArRIk/s1600/7.jpg)

Then select **Capital Account**from the List of Group

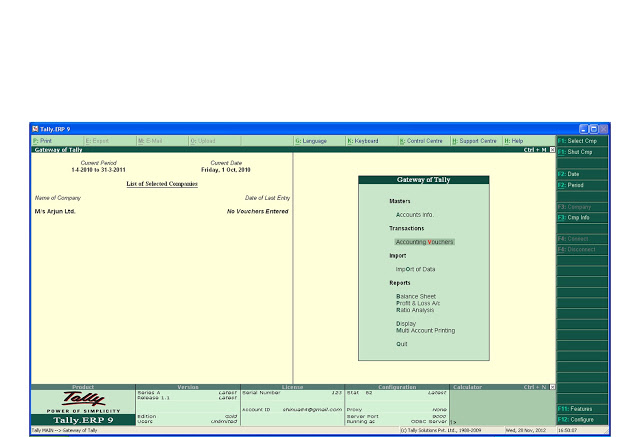
[](https://1.bp.blogspot.com/-KnrIFq6BAF8/UOad7TZjA0I/AAAAAAAAANs/milhtXbilVM/s1600/8.jpg)

Like this  create the following Ledgers

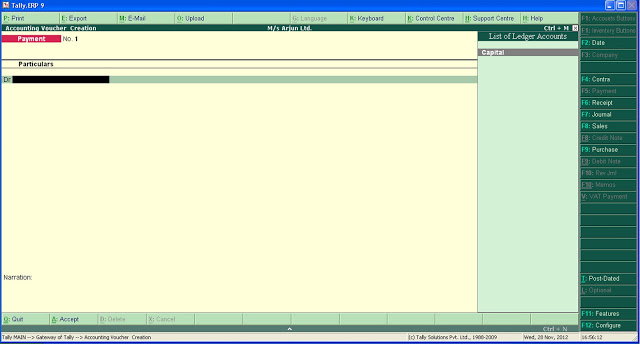
|  |  |
| --- | --- |
| **Ledgers** | **Group** |
| Loan HDFC A/c | Loans Liability |
| Bank SBT A/c | Bank Account |
| Furniture A/c | Fixed asset |
| Furniture Mart A/c | Sundry Creditors |
| Advertisement  A/c | Indirect Expense |
| Media Advertiser A/c | Sundry Creditors |
| Printing charge A/c | Indirect Expense |
| Machinery A/c | Fixed asset |
| Purchase A/c | Purchase Accounts |
| Aroma traders  A/c | Sundry Creditors |
| Telephone charge A/c | Indirect Expense |
| Sales A/c | Sales Account |
| Purchase Return A/c | Purchase Accounts |
| Kishore A/c | Sundry Debtor |
| Sales Return A/c | Sales Account |
| Drawings A/c | Capital Account |
| Salary A/c | Indirect Expense |

After that Press **Esc**key for **Quit Ledger Creation window**

Then from **Gateway of Tally** Select **Accounting Vouchers**

[](https://3.bp.blogspot.com/-_G9EZlDPr1M/UOad5Vdi7OI/AAAAAAAAANk/8C3zjcN9cu0/s1600/9.jpg)

Then you will get:-

[](https://3.bp.blogspot.com/-KkQQLurAMK0/UOad1ade9vI/AAAAAAAAANc/IWrzJKmRPx4/s1600/10.jpg)

This is called Vouchers. . On the Button**Panel** you can see the different type of vouchers.

**F4 – Contra (To record transaction between Cash and Bank. i.e. Cash deposited into Bank and Cash withdrawn from Bank for office use.)**

**F5 – Payment (To record Cash and Bank Payments)**

**F6 – Receipt (To record Cash and Bank receipts)**

**F7 – Journal (To record non cash transactions)**

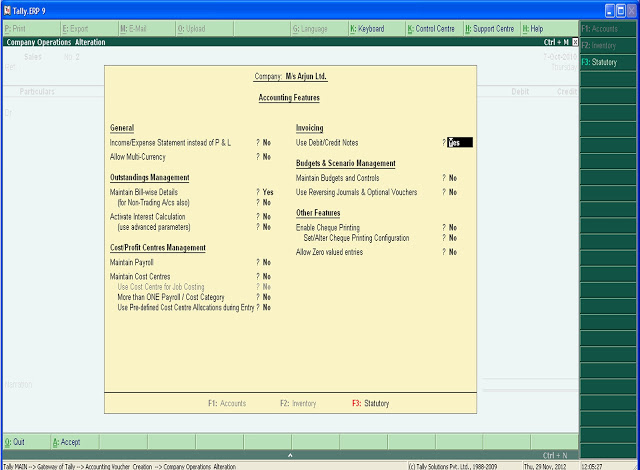
**F8 – Sales (To record Cash Sales and Credit Sales)**

**F9 – Purchase (To record Cash and Credit Purchase)**

**For Sales Return and Purchase Return**

**Press F11 for features**

Then you will get :-

[](https://4.bp.blogspot.com/-6jlbd4FGaS4/UOabmuNtFZI/AAAAAAAAAL4/oBtgBwv-iDY/s1600/20.jpg)

Here select **Use Debit/Credit Notes           ? Yes**

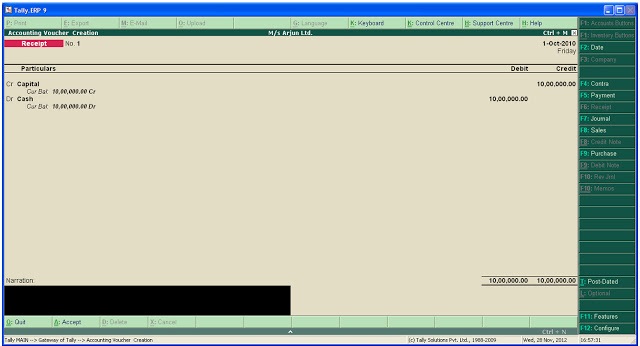
Then Press

**Ctrl + F8 – Credit Note (To record sales return)**

**Ctrl + F9 – Debit Note (To record Purchase return)**

**See the first transaction**

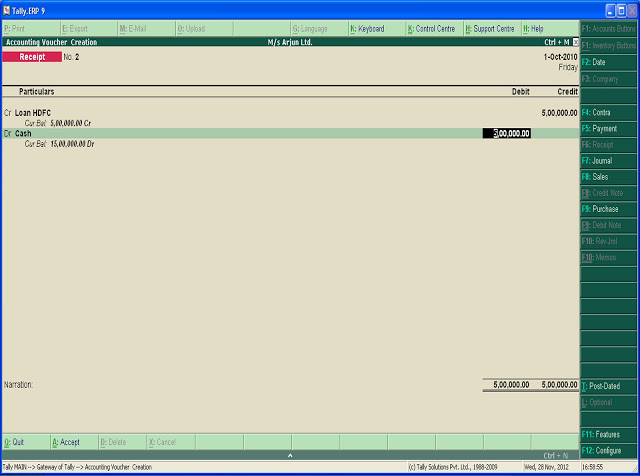
2010 Oct:1 Arjun started a business with cash Rs. 10,00,000  
                   To record this **Press F6**for Receipt Voucher. If you want to change the current date **Press F2**and give the date  
then in   
Cr   select Capital A/c                                                             Type Amount 1000000  
Dr   select Cash A/c              Press Enter Key  
Then Give Narration if necessary  
Press enter key and accept it.

[](https://1.bp.blogspot.com/-m0DtdboKpU8/UOadD6fm-CI/AAAAAAAAANE/ebXIICu3TsA/s1600/11.jpg)

Like that give every transactions

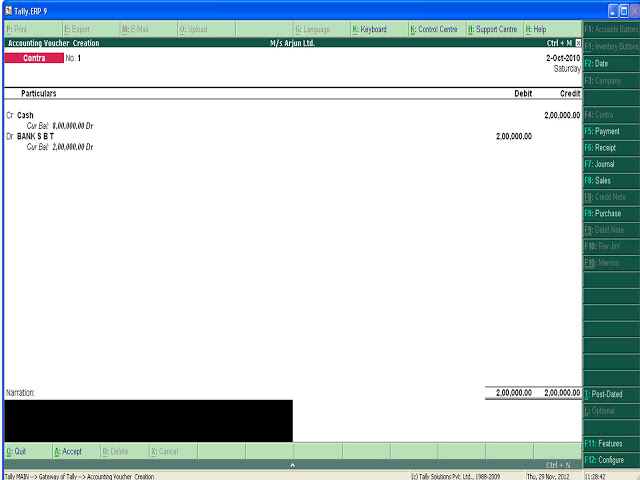
Oct: 2  Received a bank loan from HDFC Bank Rs. 5,00,000

Press **F2**then change date

[](https://4.bp.blogspot.com/-1Y9Ht5sswPs/UOadIlEpXHI/AAAAAAAAANU/y8C4pSOsIXM/s1600/12.jpg)

Opened a bank account with Bank SBT Rs. 2,00,000

Press F4 for Contra Voucher

[](https://3.bp.blogspot.com/-OB9VvU2VQT4/UOadE1LHgAI/AAAAAAAAANM/igtTSMdDCHY/s1600/13.jpg)

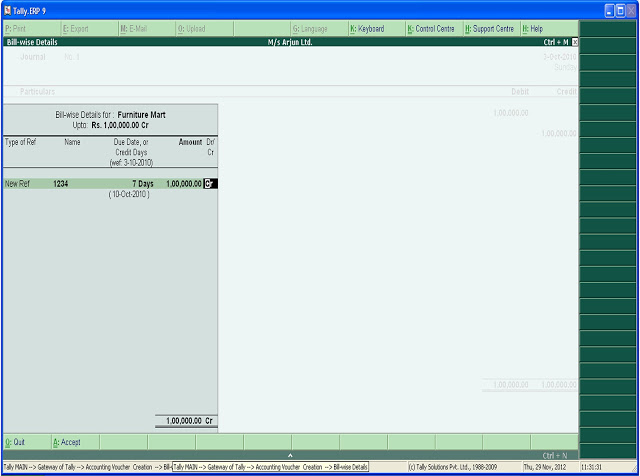
Oct: 3  Bought Furniture from Furniture Mart Rs. Rs. 1,00,000

Press F2 give date

Press F7 for Journal Voucher

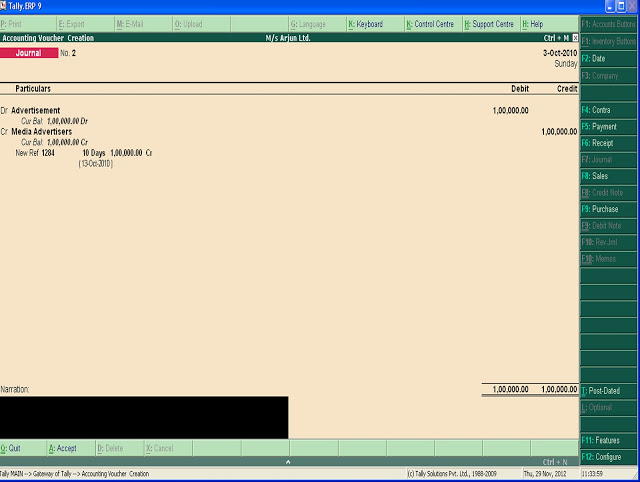
Dr Furniture A/c

Cr Furniture Mart A/c  
then give bill details and accept it

[](https://3.bp.blogspot.com/-Z8RtEImcXJA/UOac9apEXTI/AAAAAAAAAM4/mMAiIuq3T_8/s1600/14.jpg)

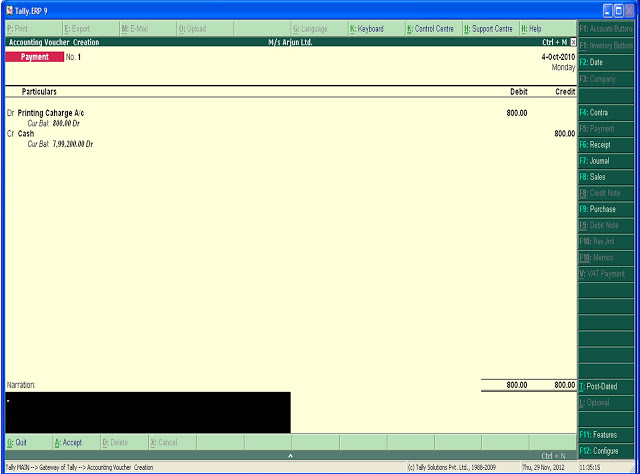
Advertisement payable to Media Advertiser Rs. 1,00,000 (Inv. No. 1284, due days 10 days)

Press F7 for Journal Voucher

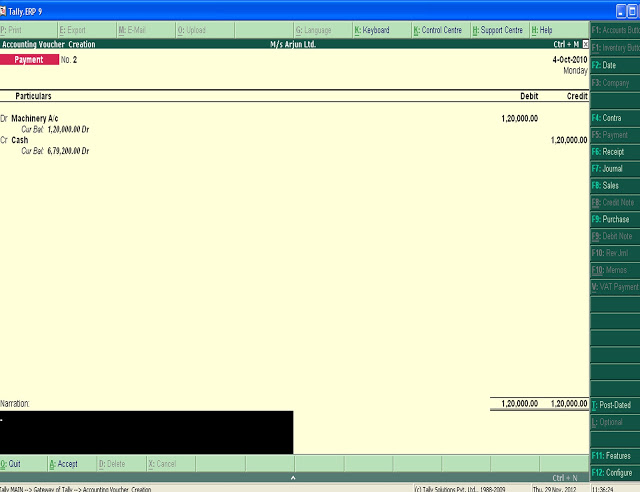
[](https://1.bp.blogspot.com/-4kWT1zA76-g/UOac9NZ7s8I/AAAAAAAAAM0/u94ky98pw68/s1600/15.jpg)

Oct: 4 Paid printing charge Rs. 500

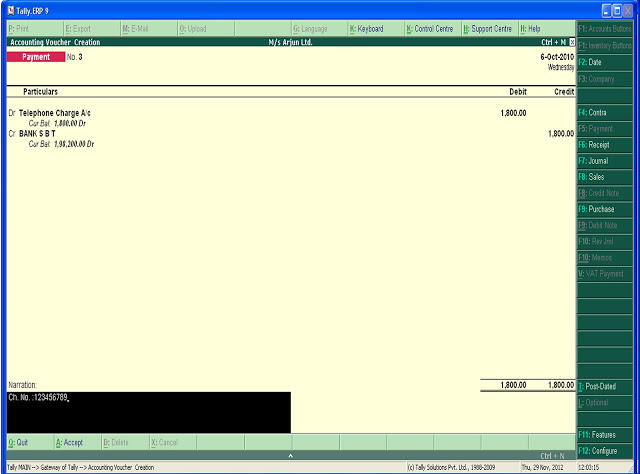
press F5 for Payment Voucher and  change date

[](https://3.bp.blogspot.com/-ytOACiynK4s/UOac0W8TA0I/AAAAAAAAAMg/NkTxHEpXp18/s1600/16.jpg)

Bought Machinery Rs. 1,20,000

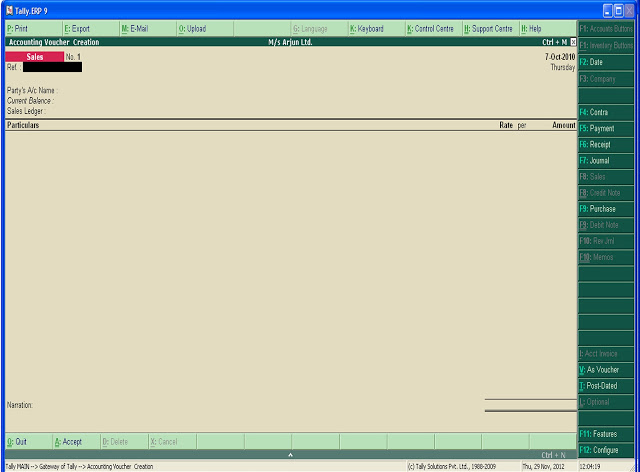
[](https://1.bp.blogspot.com/-BIcLnjtT0bQ/UOacriLF-4I/AAAAAAAAAMY/twR1v_ZA6Ik/s1600/17.jpg)

Oct: 5 Purchased goods from Aroma Traders Rs. 85,000 (bill No: 108)  
Press F9 (Purchase)  
then Press F2 for change date  
  
Cr  Aroma Traders A/c  
Dr  Purchase A/c  
  
Oct: 6 Telephone charge paid by SBT cheque Rs. 1800 (Ch No:123456789)  
Press F2 give date

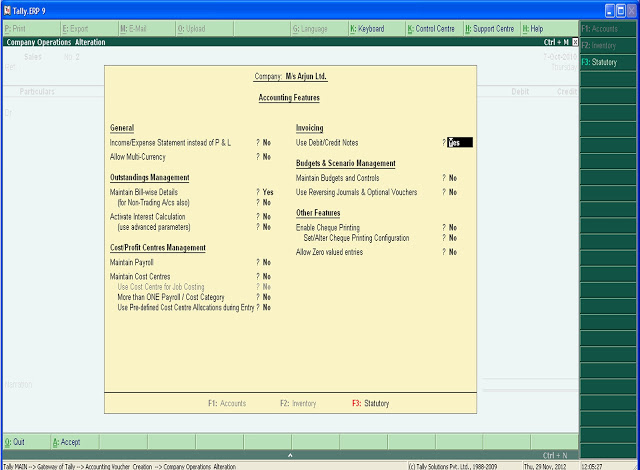
[](https://1.bp.blogspot.com/-kkU47w3ifr4/UOacn8TzdfI/AAAAAAAAAMQ/vE-gEcN7XMI/s1600/18.jpg)

Oct: 7 Cash sales Rs. 50,000

**Press F8**  then press **Ctrl + V**to change format of sales voucher. i.e. invoice mode to debtor creditor mode  
then give  
**Dr  Cash A/c**  
**Cr  Sales A/c**

[](https://1.bp.blogspot.com/-hwjjRO9Ooc4/UOachfurj7I/AAAAAAAAAMI/xuuewoFq4Eo/s1600/19.jpg)

Oct: 8 Goods returned to Aroma traders Rs. 5,000 (agst Bill No: 108)  
Press F11 features activate Use debit/credit note  Yes

[](https://4.bp.blogspot.com/-6jlbd4FGaS4/UOabmuNtFZI/AAAAAAAAAL4/oBtgBwv-iDY/s1600/20.jpg)

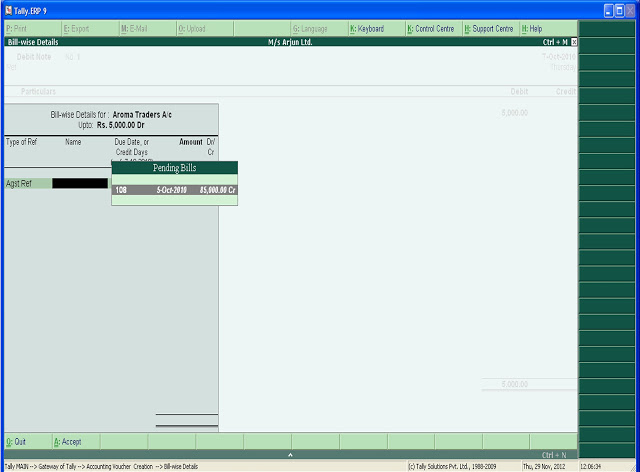
**then Press Ctrl + F9 Debit Note for Purchase Return**

**then select**

**Dr  Aroma traders A/c**

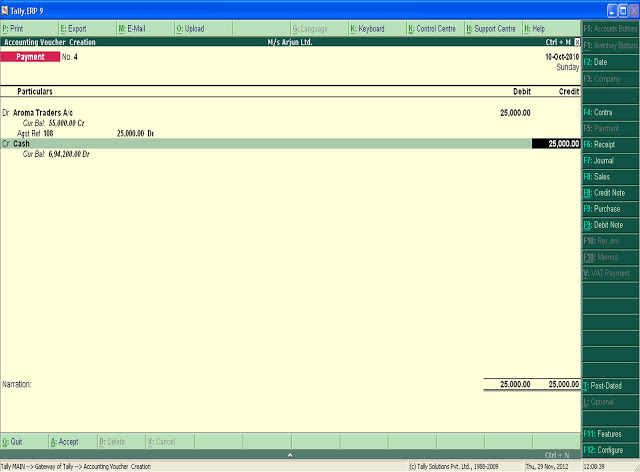
**Cr  Purchase Return A/c**

**give Bill details agst then select the bill no.**

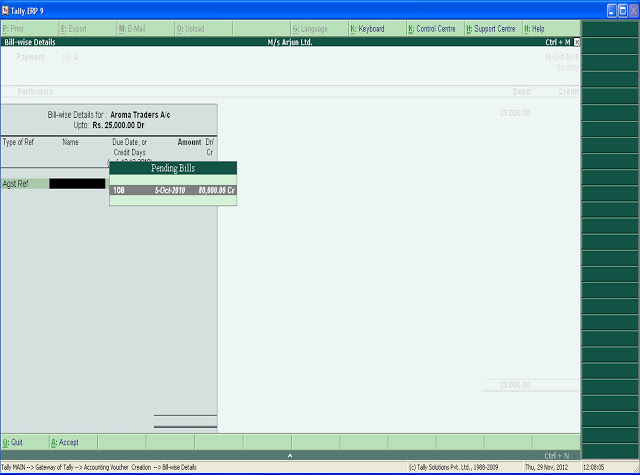
[](https://1.bp.blogspot.com/-im6W47JU0Vo/UOabmDxyZ4I/AAAAAAAAAL0/xpKf9IJevQQ/s1600/21.jpg)

Oct:10Cash paid to Aroma Traders Rs. 25,000 (Bill 108)

Press F5 for Payment Voucher  
Press F2 and give the date

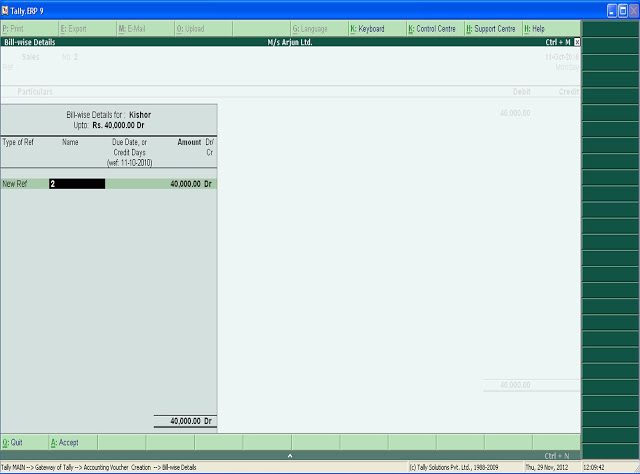
[](https://1.bp.blogspot.com/-B4kTbLfC4CI/UOabaklgpSI/AAAAAAAAALs/nZEr1D88Bo8/s1600/22a.jpg)

Here select the bill details agst ref then select the bill No.

[](https://3.bp.blogspot.com/-QgzVfI84qKs/UOabVehOYII/AAAAAAAAALc/XrApru15wCc/s1600/22.jpg)

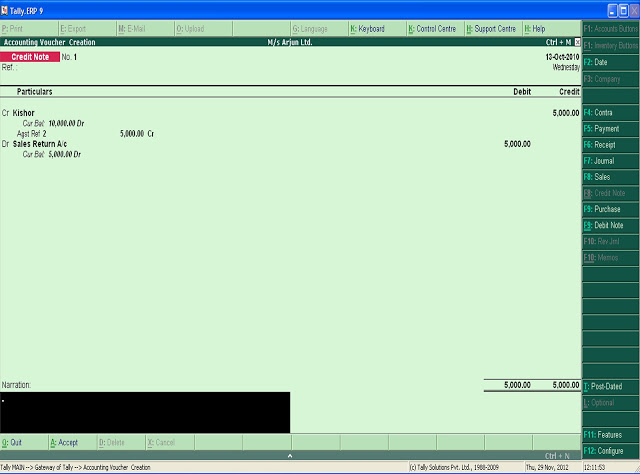
Oct: 11Sold goods to Kishore Rs. 40,000 ( Bill No: 2)

Press F8 for sales voucher  
Press F2 and give date  
**Dr  Kishor A/c**  
in bill wise details select **New Ref**  
**Cr  Sales A/c**

[](https://1.bp.blogspot.com/-elDCEdTO0iY/UOabKjxrS0I/AAAAAAAAALU/YU5ddWy2qko/s1600/23.jpg)

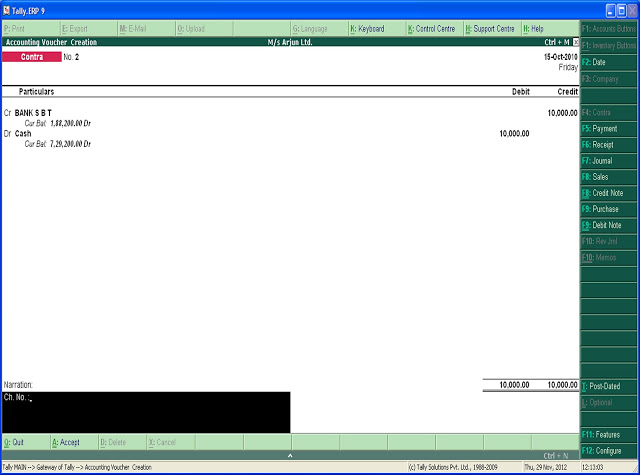
Oct: 13Goods returned from Kishore Rs. 5,000 (Bill No: 2)

Press **Ctrl + F8 for Credit Note ( Sales Return)**  
Press **F2**Change Date

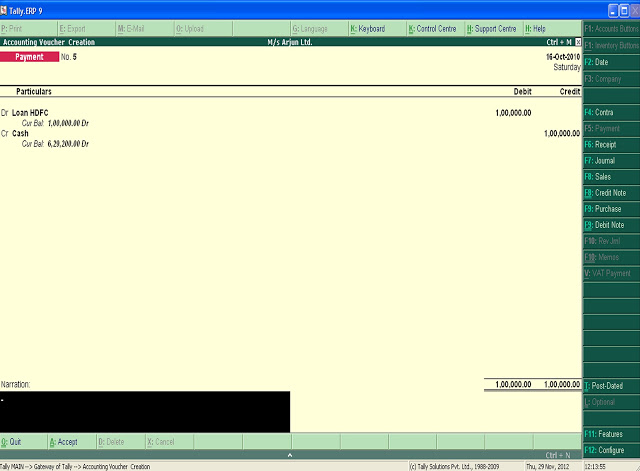
[](https://4.bp.blogspot.com/-jY52zxDdsPg/UOabJf-TSAI/AAAAAAAAALM/hGvNRR1XCNo/s1600/24.jpg)

Oct:15Cash withdrawn from SBT Bank Rs. 10,000

Press **F4**for **Contra Voucher**  
Press **F2-**Change Date

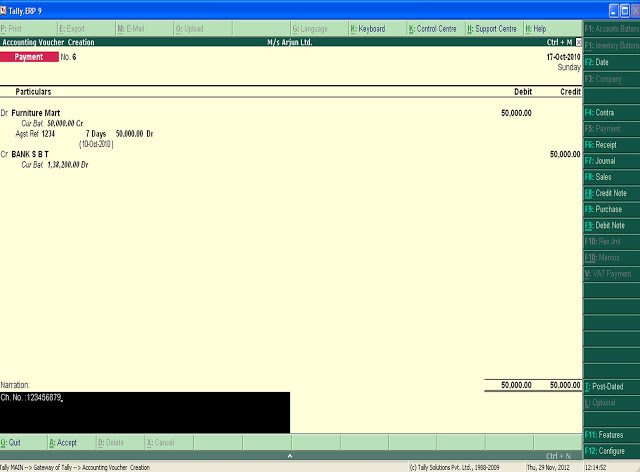
[](https://2.bp.blogspot.com/-1iy84JQoazw/UOabESA4G5I/AAAAAAAAALE/jEJU6sFkVls/s1600/25.jpg)

Oct: 16 Paid loan of HDFC Rs. 1,00,000  
Press F5 for Payment  
Press F2 for date

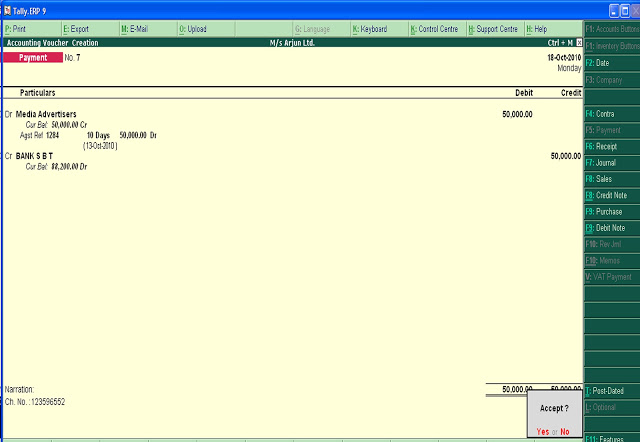
[](https://1.bp.blogspot.com/-W6W8IQWeyuc/UOVozuZWHEI/AAAAAAAAAKw/tQdQmlICjHk/s1600/26.jpg)

Oct: 17 Cheque of Bank SBT issued to Furniture Mart Rs. 50,000

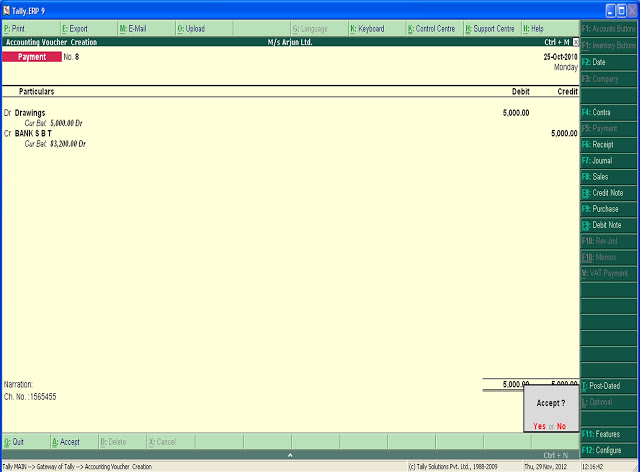
In Payment Voucher **Press F2**for change date

[](https://4.bp.blogspot.com/-HPMJSfiJya8/UOVosoFeaFI/AAAAAAAAAKo/37k9il3CR7s/s1600/27.jpg)

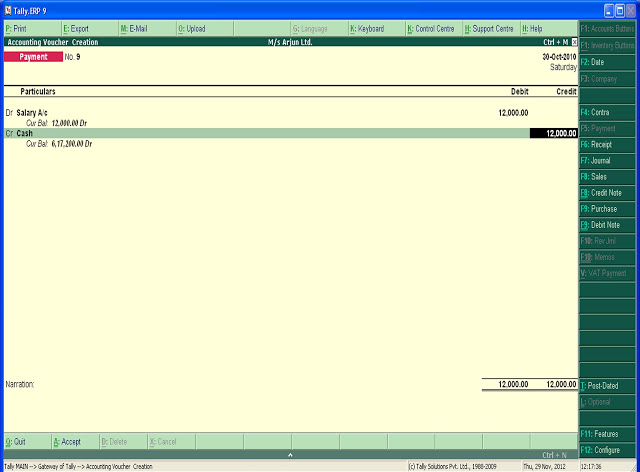
Oct: 18 SBT Cheque issued to Media Advertiser Rs. 50,000

[](https://2.bp.blogspot.com/--hDGffaYm8w/UOVokY7kypI/AAAAAAAAAKg/bWzYZYqukls/s1600/28.jpg)

Oct: 25 Cash withdrawn from SBT Bank for personal use Rs. 5,000

[](https://3.bp.blogspot.com/-HZYtg1ntXP4/UOVoWGTz_ZI/AAAAAAAAAKQ/-lM-UVy-OJc/s1600/29+copy.jpg)

Oct: 30 Paid salary Rs. 12,000

[](https://2.bp.blogspot.com/-OhpBKCDbVSM/UOVoOE5PPnI/AAAAAAAAAKI/MiYfqIUVpPY/s1600/30.jpg)

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