



Accounting Features More...



Accounting Features More...

- Special Vouchers
- Scenario Management
- Outstanding Management
- Maintain Budget and Controls
- Cost Centers
- Activate Interest Calculation
- Banking Features
- Voucher Type and POS Invoice
- Voucher Class



Special Vouchers in tally

- Memo Voucher (Ctrl+F10)
- Optional Voucher (Ctrl+L)
- Reversing Journal (F10)
- Post-Dated Voucher (Ctrl+T)



Memorandum Vouchers

- A memorandum voucher is a voucher in which you record entries for which you are **NOT** sure whether they are going to occur.
- And if they are going to occur then by **HOW** much amount.
- **A main distinguishing feature of memorandum voucher is that it does not affect your ACCOUNTS unless you convert it to a general voucher.**



Example : Memorandum Vouchers

- In your office, you gave **₹10,000 for office expenses** for a month.
- Now, you are **NOT** sure how much amount will be spent and what will remain at the end of the month.
- In this case you will create a **Memorandum Voucher for payment of ₹10,000.**
- At the end of the month let us assume that the **actual expenses were ₹9,000.**
- What you will do is **convert the memorandum voucher** to payment voucher and change the amount from **₹10,000 to ₹9,000.**
- By doing this, along with the modified entry, the books of accounts will also get updated.



Enabling : Memorandum Voucher

- To use Memorandum voucher, Enable the following option from **F11: Accounting Features**
- **Use Reversing Journals & Optional Vouchers**



View : Memorandum V

- To view all the memorandum vouchers:
- Go to **Gateway of Tally > Display > Exception Reports > Memorandum Vouchers.**
- **Note:** You can also view memorandum vouchers from the Day Book.
- You can alter and convert a Memo voucher into a regular voucher when you decide to consider the entry into your books. Use Scenarios to see the effect of Memo entries on reports and statements.



Process : Memorandum Voucher

- **How to convert a memorandum voucher to a regular voucher.**
- Select the memo voucher from memorandum register or day book.
- Press enter to view the voucher.
- Select the voucher type from right button panel or using shortcut key. For example **F5 Payment, F6 Receipt, F8: Sales** and save the screen.



Optional Vouchers



Optional Vouchers

- This is also a non-accounting voucher. Unlike a Memo voucher, this is not a separate voucher type.
- You can mark an existing voucher (for example, a payment voucher or a receipt voucher) as Optional.
- Press CTRL + L or click on Optional from the Button Bar. This button toggles between Regular and Optional.
- By marking a voucher Optional, the voucher does not get posted anywhere but remains in the Optional Voucher Register.
- You can make a voucher type Optional to regular, if you need to create a new voucher type or alter an existing voucher type.
- Go to Gateway of Tally > Accounts Info > Voucher Types> select a Voucher Type> Set Make Optional as default to Yes.



Uses of Optional Vouchers

- If you do not want a transaction that is incomplete to affect the accounts, you can mark this as an Optional Voucher. Once the transaction is complete, modify the voucher and post it as a Regular Voucher.
For example, Proforma sales invoice. In fact, an optional sales invoice is printed as a Proforma Invoice.
- Optional Vouchers allow you to see the impact of transactions without actually posting them.
- Optional Vouchers can be used to forecast future sales. For example, create a New Voucher Type – Sales Forecast. Record future sales projections using this voucher type.



Post Dated Vouchers

- **Post dated vouchers** can be used for any entry which is going to take place at some future date.
- Although, post dated vouchers are generally used for creating entries related to post dated cheques, that does NOT mean that they are specifically used for post dated cheques.

Create: Post Dated Voucher



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation ABC Ltd Ctrl + M

Payment No. 1 1-Apr-2016 Friday

Account: [REDACTED]

Cur Bal:

Particulars	Amount
-------------	--------

Narration:

Q: Quit A: Accept D: Delete X: Cancel

Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2016 Wed, 13 Jul, 2016 20:41:13

- F1: Accounting Vouchers
- F1: Inventory Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memo
- F1: Post-Dated
- F1: Capital
- F11: Features
- F12: Configure



View: PDV

- To see the report,
- from Gateway of Tally, press **DXS** consecutively and you will see all the post dated vouchers in debit as well as credit amounts.



Reversing Journal



Reversing Journal

- Reversing Journals are special journals that are automatically reversed after a specified date.
- They exist only till that date and are effective only when they are included in reports. These are used in interim reporting in the course of the financial year where accruals are to be reported.
- These accruals are usually short term and are cleared in the subsequent period.
However, to get a proper perspective, decision makers require the reports with full impact of all aspects and transactions.



Reversing Journal

- On 30th June you want to view the Balance Sheet but June month's rent is not been paid. You may create a Scenario and pass a Reversing Journal entry to view the reports which will be effective up to the applicable date.
- When you view the Balance Sheet with particular scenario, Tally.ERP 9 displays the report with the reversing journals included. The voucher affects the report only for that day, 30th June.



Reversing Journal: View

- Reversing Journal are not displayed in regular report and can be viewed by **Scenario**
- Gateway of Tally>Account Info>Scenario>Create
- Include the desired vouchers: Provisional Vouchers and Regular vouchers that are marked Optional are permitted for selection.



Scenario Management

- When we want to see the effect of our non - accounting voucher on profit and loss and balance sheet then we use after creating scenario we get a duplicate copy of our profit and loss and balance sheet.
- To Create Scenario
 - GOT>Account Info>Scenario>Create
- To add scenario in report: use New Column option



Outstanding Management

- Option **Maintain bill-wise details** is used to maintain Outstanding reports of customers and suppliers.
Trading accounts are Sundry Debtors and Creditors
- There is option of maintaining Bill-wise details of Non trading accounts also eg Loan Account,
- Activate the Accounting Feature:
 - Maintain Bill Wise Details
- Create ledgers with activated **Maintain balance bill-by-bill**

Outstanding Management - Example

- Make sales transaction
- Accept receipt of money
- In Receipt Voucher, A popup appears for bill wise details of the customer.
- Type of Reference:
- **Advance:** This option is selected when you receive an advance from customer.
- **Agst Ref:** This is used when you are adjusting receipt amount against a pending bill.
- **New Ref:** This option is used when you are creating a new bill, used when entering sales voucher.
- **On Account:** This option is used when you are not sure, against which bill the payment received. You can use On Account for keeping adjustment as pending, and later you can adjust against correct bill.



Outstanding Management - Report

- **Gateway of Tally >Display>Statement of Accounts>Outstanding>**
 - Receivable
 - Payable
 - Ledger
 - Group



Budgets and Controls - Credit

- Controls will be on credit limit, credit period and putting a check on this.
- Activate the Accounting Feature:
 - Maintain Budgets and Controls
- Set Credit Limit for Single Ledger(Ledger-> Create/Aleter)
- Set Credit Limit for Multiple Ledgers
 - Go to Gateway of Tally > Accounts Info > Ledgers > Credit Limits
 - Select the group of ledgers, for which the credit limits have to be set, from List of Groups
 - Set credit limits for both, amounts and periods here



Budgets and Controls - Budgets

- Budget management is an effective tool for organisations to better manage their expenses and costs.
- Activate the Accounting Feature:
 - Maintain Budgets and Controls
- To Create Budget , Gateway of Tally > Accounts Info. > Budgets
- Once a budget is created, it can then be displayed in the new columns in financial statements such as Balance Sheet, Profit & Loss Account etc.

Cost Center

- A cost centre is nothing but a separate department within a business to which costs can be allocated
- The cost category is used to accumulate costs or profits for parallel sets of cost centres.
- Activate the Accounting Feature:
 - Maintain Cost Center
 - More than one Payroll/Cost Category
- **Creating cost centres and cost categories**
 - Gateway of Tally.ERP 9 > Accounts Info. > Cost Centres >
- ***Enable Cost Center Are Applicable in Ledger***
- ***Allocating expenses to cost centre***
- ***Reports: Gateway of Tally > Display > Statements of Accounts > Cost Centres***



Activate Interest Calculation

- **Interest** is a legitimate return on money invested and chargeable in the business world on loans and also on delayed payments
- Interest can be calculated on the basis of Simple or Compound Interest
- Enable the Accounting Feature:
 - Activate Interest Calculation
- Enable in Ledger Account (Sundry Creditors/Sundry Debtors)
 - Activate Interest Calculation
- Enter sales voucher or any desired entry
- Check interest calculation
 - Gateway of Tally > Display > Statements of Accounts > Interest Calculations



BANKING FEATURES



Banking – Cheque Book

- Alter bank ledger
 - *Set Cheque Book*
- *Banking - Cheque Register*

Banking – Bank Reconciliation

- The process of checking the differences between a bank column of the cash book and the bank statement or passbook is called Bank reconciliation process in accounting terms
- Manual Reconciliation:
- Banking -> Bank Reconciliation -> Select Account ->



POS Invoice

- **POS** is an acronym for **Point of Sale** . Point of Sale could mean a retail shop, a check-out counter in a shop or any other location, where a sales transaction takes place
- To create a POS invoice voucher type, create a new POS invoice Voucher Type or alter an existing Sales voucher type
- Set **Use for POS Invoicing?** to **Yes**
- **Note:** The **Use for POS Invoicing?** option will appear only when the **Default Tax Unit** is set to **Not Applicable** .



Voucher Class

- Voucher Classes are used to automate accounting allocations in transactions
- It is a table for predefining the entries to make invoice entry a simple task
- **Voucher Classes** are available for all major voucher types like Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchases, Debit Note, Sales Order, Purchase Order, Delivery Note, Stock Journal and Payroll.



Tally : Reports

- <http://www.tallyerp9help.com/Pages/Reports/Contents-Reports-TallyERP9.html>