

# Discuss Coaching

# Tally

# Class-11

## Cost Center

जब हम किसी कंपनी में हम काम कर रहे हैं उस कंपनी में जो काम करने वाले कर्मचारियों का यदि Sallery तैयार करना है हम Gateway of Tally में जाकर keyboard से F11 और F1 button को दबाकर हम Accounting Future में जाकर

To set maintain cost center to yes ,

To set use cost center for job costing to yes ,

To set More than one payroll /cost categories to Yes

To Accept

Company: Ice			
Accounting Features			
<b>General</b>		<b>Invoicing</b>	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? Yes	Use Debit/Credit Notes	? No
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? No
<b>Outstandings Management</b>		<b>Budgets &amp; Scenario Management</b>	
Maintain Bill-wise Details	? Yes	Maintain Budgets and Controls	? No
(for Non-Trading A/cs also)	? No	Use Reversing Journals & Optional Vouchers	? No
Activate Interest Calculation	? Yes		
(use advanced parameters)	? Yes		
<b>Cost/Profit Centres Management</b>		<b>Banking Features</b>	
Maintain Payroll	? No	Enable Cheque Printing	? Yes
Maintain Cost Centres	? Yes	(Use Banking Configuration in Bank Ledger	
Use Cost Centre for Job Costing	? Yes	Master for Cheque Printing Configuration)	
More than ONE Payroll / Cost Category	? Yes	Alter Banking Features	? No
Use Pre-defined Cost Centre Allocations during Entry	? No		
Show Opening Balance for Revenue Items in Reports	? No	<b>Other Features</b>	
		Allow Zero valued entries	? No
		Maintain Multiple Mailing Details for Company & Ledgers	? No
		Set/Alter Company Mailing Details	? No
		Enable Company Logo	? No

F1: Accounts

F2: Inventory

F3: Statutory

F4: Tally.NET

F5: Audit

F6: Add-Ons

अब हम Gateway of Tally में जाकर Account info में जाकर cost categories में जाकर cost categories तैयार करेंगे Marketing, Travelling, Sales project etc.

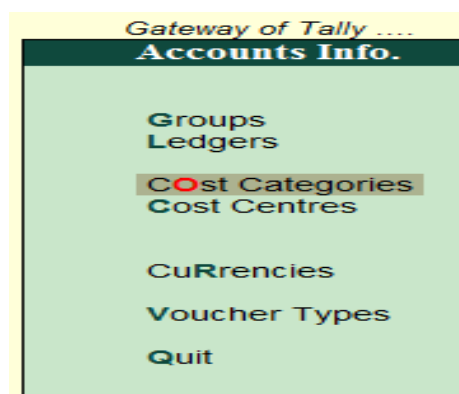
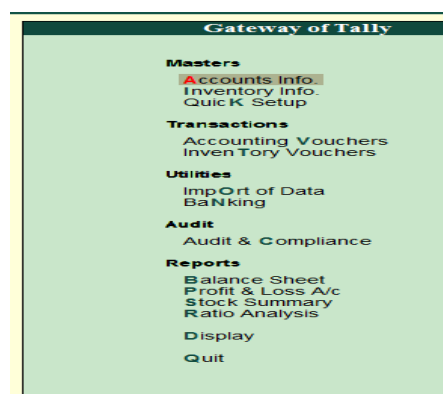
Ex.

Name: Salesproject

To set Allocate Revenue item to: Yes

To set non Allocate Revenue item to: No

To Accept



Cost Category Creation	
Name	: Salesproject
(alias)	:
Allocate Revenue Items	? Yes
Allocate Non-Revenue Items	? <b>No</b>

Cost category तैयार करने के बाद हम cost center तैयार करेंगे इसके अन्तर्गत हम जो भी salesman हमारे पास है उस salesman का हम लिस्ट तैयार करेंगे जिसके लिये हम Gateway of Tally में जाकर Account info में जाकर cost center में जाकर हम creat करेंगे।

EX.

Category: To select the cost category

Name: To Fill The Salesman name( Ram, Shyam,Salesman 1 etc.)

To Accept

Cost Centre Creation	
Category	: Salesproject
Name	: Salesman 1
(alias)	:
Under	: Primary
Use for Job Costing	
<div>Accept ?</div> <div>Yes or No</div>	

Salesman तैयार करने के बाद हम Gateway of Tally में जाकर Account info में जाकर ledger को चयन कर हम ledger तैयार करेंगे (1) Convienecy (2) Sallery

Ex.1

Name: convienecy

Under : To select the indirect expenses

To set the inventory value are affected to yes

To set cost center are applicable To Yes

# Class-11

To Accept

P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Co
<b>Ledger Creation</b>				<b>Ice</b>			
Name : Convienney (alias) :						<u>Total Op. Bal.</u>	
Under : Indirect Expenses  Inventory values are affected ? No Cost centres are applicable ? Yes				<u>Mailing Details</u> Name : Address :  State : PIN Code : Provide Bank Details : No  <u>Tax Information</u> PAN / IT No. :  Sales Tax No. : CST No. :			
Opening Balance ( on 1-Apr-2016 ) :							

## 2.SALLERY

- Name: Sallery
- Under: Direct Expenses
- To set inventory value are affected yes
- To set cost center are applicable To yes
- To Accept

P: Print	E: Export	M: E-Mail	Q: Upload	S: Shop	G: Language	K: Keyboard	K: Co
<b>Ledger Creation</b> Name : <b>Sallery</b> (alias) :				<b>Ice</b> <div>Total Op. Bal.</div>			
Under : <b>Direct Expenses</b>  Inventory values are affected ? <b>No</b> Cost centres are applicable ? <b>Yes</b>				<b>Mailing Details</b> Name : Address :  State : PIN Code : Provide Bank Details : <b>No</b>  <b>Tax Information</b> PAN / IT No. :  Sales Tax No. : CST No. :			
<div> <div>Opening Balance ( on 1-Apr-2016 ) :</div> <div>Accept ?</div> <div>Yes or No</div> </div>							

अब हम ledger तैयार करने के बाद हम Gateway of Tally में जाकर हम Accounting voucher में जाकर हम keyboard से f5 button को दबाकर हम उस Salesman का हम sallery तैयार करेंगे। यदि single entry mode में payment करना है या single entry में payment नहीं करना है तो हम configuration button F12 को दबाकर हम payment configuration में जाकर हम use single entry mode payment receipt contra को No कर स्वीकार कर लेंगे।

<u>Payment Configuration</u>	
Skip Date field in Create Mode (faster entry!)	? Yes
Use Single Entry mode for Pymt/Rcpt/Contra	? <b>Yes</b>
Use Payment as Contra	? Yes
Use Cr/Dr instead of To/By during entry	? Yes
Warn on Negative Cash Balance	? Yes
Pre-Allocate Bills for Payment/Receipt/Journal	? Yes
Show Cost Centre Details	? Yes
Show Inventory Details	? Yes
Show Table of Bill Details for Selection	? Yes
Show Bill-wise Details	? Yes
Expand into multiple lines	? Yes
Show Ledger Current Balances	? Yes
Show Balances as on Voucher Date	? No
Confirm each Cheque before Print	? Yes
<u>Bank Allocations Configuration</u>	
Use Defaults for Bank Allocations	? No
Use Auto Cheque Numbering	? Yes
Allow Selection of Cheque Range	? Yes
Show Remarks	? No
Show E-mail	? No

Payment (F5):

Cost Allocations for : Conviencey		
Upto: ₹ 25,000.00 Dr		
Cost Category	Name of Cost Centre	Amount
Salesproject	Mohan	5,000.00
	Ram	8,000.00
	Shyam	5,500.00
	Sohan	6,500.00
		<b>25,000.00</b>

Payment no: 1

1-4-2017

Friday

Account: To select the cash

Particular: To select The conviencey .To fill the Amount

To Display cost Allocation for:conviencey

To select the salesproject to press enter button

To press space button to select the salesman to fill the Amount

To accept

Payment no: 2

अब हम Gateway of Tally में जाकर Display में जाकर Day book को चयन कर हम Salesman का जो Sallery slip तैयार किये हैं उस स्लिप को खोलकर हम keyboard से F11 और F1 button को दबाकर हम Accounting future में जाकर Use pre defined cost center Allocation during entry को Yes कर cost center class में जाकर class name में sallery लिखने के बाद हमारा जो project है उस project को चयन कर जितने भी salesman हैं उस Salesman का हम Sallery तैयार करेंगे।

P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help
Accounting Voucher Alteration (Secondary)									
Ice									
Payment No. 1									
Cost Centre/Classes : Sallery									
1-Apr-2016 Friday									
Account : Cash									
Cur Bal: 25,000.00 Cr									
Particulars									
Amount									
Sallery									
Cur Bal: 25,000.00 Dr									
Salesproject									
Mohan 5,000.00 Dr									
Ram 8,000.00 Dr									
Shyam 5,500.00 Dr									
Sohan 6,500.00 Dr									
Narration:									
25,000.00									

Company: Ice			
Accounting Features			
<b>General</b>		<b>Invoicing</b>	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? No
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? No
<b>Outstandings Management</b>		<b>Budgets &amp; Scenario Management</b>	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes	Maintain Budgets and Controls	? No
	? No	Use Reversing Journals & Optional Vouchers	? No
Activate Interest Calculation (use advanced parameters)	? No		
	? No		
<b>Cost/Profit Centres Management</b>		<b>Banking Features</b>	
Maintain Payroll	? No	Enable Cheque Printing	? Yes
Maintain Cost Centres	? Yes	(Use Banking Configuration in Bank Ledger Master for Cheque Printing Configuration)	
Use Cost Centre for Job Costing	? Yes	Alter Banking Features	? No
More than ONE Payroll / Cost Category	? Yes		
Use Pre-defined Cost Centre Allocations during Entry	? Yes	<b>Other Features</b>	
Show Opening Balance for Revenue Items in Reports	? No	Allow Zero valued entries	? No
		Maintain Multiple Mailing Details for Company & Ledgers	? No
		Set/Alter Company Mailing Details	? No
		Enable Company Logo	? No
F1: Accounts F2: Inventory F3: Statutory F6: Add-Ons			

P: Print	E: Export	M: E-Mail
Auto Cost Allocations		
Cost Centre Classes		
Name: Ice		
Class Name		
Sallery		
Salesproject		
Mohan	25 %	
Ram	15 %	
Shyam	35 %	
Sohan	25 %	

Accounting voucher Alteration में जाकर हम cost centers/class में हम Sallery नाम का जो खाता बही बनाये है उसको चयन कर हम Account के आगे हम cash को चयन कर हम particular में हम conviencey के जगह हम Sallery को चयन कर हम सभी कर्मचारियों का हम वेतन तैयार कर लेंगे।

Accounting Voucher Creation		Ice		Ctrl + M
<div> <div>P: Print</div> <div>E: Export</div> <div>M: E-Mail</div> <div>O: Upload</div> <div>S: Shop</div> <div>G: Language</div> <div>K: Keyboard</div> <div>K: Control Centre</div> <div>H: Support Centre</div> <div>H: Help</div> </div>				
<div> <div>Payment</div> <div>No. 1</div> </div>		<div> <div>1-Apr-2016</div> <div>Friday</div> </div>		
<div> <div>Account : Cash</div> <div>Cur Bal: 25,000.00 Cr</div> </div>				
Particulars		Amount		
<div> <div>Convenience</div> <div>Cur Bal: 25,000.00 Dr</div> <div>Salesproject</div> <div>Mohan</div> <div>Ram</div> <div>Shyam</div> <div>Sohan</div> </div>		<div> <div>25,000.00</div> <div></div> <div></div> <div>5,000.00 Dr</div> <div>8,000.00 Dr</div> <div>5,500.00 Dr</div> <div>6,500.00 Dr</div> </div>		
<div> <div>Narration:</div> </div>		<div> <div>25,000.00</div> </div>		

**GOOD LUCK!**

**YOUR SUCCESS LIES OUR HAPPINESS**

**REGARDS**

**DISCUSS COACHING**