

Inventory

Create New Company

F3 : (Company) > Create Company

Accounting :

Maintain Account :Yes

Enable bil wise entry : Yes

Inventory

Maintain Inventory : Yes

Integrate Accounts with Inventory : Yes

Taxation :

Enable GST : No

Create Stock Group

Gateway of Tally >Masters > Create >Inventory Masters> Stock Group

Stock Group	Under
System	Primary
Parts	Primary
Mother Board	Parts
CD Rom	Parts
Eight Speed	CD Rom
Ten Speed	CD Rom
Software	Primary
Ace	Software
King	Software
Queen	Software

Create Godown / Location

Gateway of Tally >Masters > Create >Inventory Masters>Godown

Main Location exists by default. Create following new Godown

Godown	Under
Onside	Primary
Ware House	Primary

Create Unit

Gateway of Tally >Masters > Create >Inventory Masters>Unit

Type: Simple

Symbol	Formal Name
Nos	Number of System

CREATE STOCK ITEM

Gateway of Tally >Masters > Create >Inventory Masters>Stock item

F12 : Configure > Show More Configuration : Yes

Inventory details :

Provide Standard Buying and Selling Rates : **(Yes)**

During creation of following items use

Units: Nos

Set Standard Rates **(Yes)** : Provide Rate of respective item from below table.

Opening Balance : Quantity of item

Godown : Onside and Warehouse, as mentioned below (Do't fill rate here)

Go To (Alt+G) : Stock Query : To check individual items

Go To (Alt+G) : Stock Summary >F5 (stock Item wise)

Item Name	Under	Standard Cost Rate	Selling Price Rate	Quantity	Onside	Ware	Amount
P086 MX	System	750	940	8	7	1	6000
P092 MX	System	900	1130	15	2	13	13500
P110 MX	System	1030	1290	12	2	10	12360
MBP 133	Parts	240	320	2	2	0	480
MBP 150	Parts	285	380	6	6	0	1710
MBP 166	Parts	335	450	10	10	0	3350
Gold 8	Eight Speed	45	60	2	2	0	90
Silver 8	Eight Speed	55	70	4	4	0	220
Brown 8	Eight Speed	60	80	4	4	0	240
Gold 10	Ten Speed	75	100	25	25	0	1875
Silver 10	Ten Speed	95	130	20	20	0	1900
Data Base A	Ace	175	250	10	10	0	1750
Speed Short A	Ace	155	220	15	15	0	2325
Data Base K	King	100	150	7	7	0	700
Speed Short K	King	140	200	8	8	0	1120
Data Base Q	Queen	210	306	10	10	0	2100
Speed Short Q	Queen	70	100	4	4	0	280

Bill Wise Entry and Details

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Inventory

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Integrate Accounts with Inventory : Yes

Taxation :

Enable GST : No

✚ Sundry Creditors : For Purchase Party, Sundry Debtors : For Sales Party

Create Ledger

Gateway of Tally > Create > Ledger

Ledger	Under	
Computer World	Sundry Creditors	Maintain balances bill – by bill (Yes)
Purchase	Purchase Accounts	
Ledger	Under	
Harish Rawat	Sundry Debtors	Maintain balances bill – by bill (Yes)
Sales	Sales Accounts	

Gateway of Tally > Vouchers

F9 Purchase

Ctrl + H Mode Change 1. Voucher Mode / 2. Invoice Mode

1. Voucher Mode

Particulars	Debit	Credit
Cr Computer World		10000
Dr Purchase	10000	

Type of Ref: New Ref

Name: 1Amount: 10000 Cr

Narration

Being goods purchased on credit to Computer World

Display > Statements of Accounts > Outstanding > Payables

Gateway of Tally > Vouchers > F5 Payment

Particulars	Debit	Credit
Dr Computer World	10000	
Cr Cash		10000

Type of Ref: Agst Ref
Name: 1
Amount: 10000 Dr

Narration
Being Paid cash to Computer World

Display > Statements of Accounts > Outstanding > Payables (Null)

F8 Sales

Particulars	Debit	Credit
Dr Harish Rawat	14000	
Cr Sales		14000

Type of Ref: New Ref
Name: 1
Amount: 14000 Dr

Narration
Being good sold on credit to Harish Rawat

Display > Statements of Accounts > Outstanding > Receivable

F6 Receipt

Particulars	Debit	Credit
Cr Harish Rawat		14000
Dr Cash	14000	

Type of Ref: Agst Ref
Name : 1
Amount: 14000 Cr

Narration
Being received cash to Harish Rawat

Display > Statements of Accounts > Outstanding > Receivable - NIL

Create Stock Group

Gateway of Tally > Create> Inventory Masters > Stock Groups

Stock Group	Under
Computer	Primary

Create Stock Item

Gateway of Tally > Create> Inventory Masters > Stock

Item Name	Under	Units
Mouse	Computer	Pcs
Keyboard	Computer	Pcs

Create Ledger

Gateway of Tally > Accounts Info > Ledgers > Create

Ledger	Under	
Raja Traders	Sundry Creditors	Maintain balances bill – by bill (Yes)
Purchase	Purchase Accounts	Inventory values are affected (Yes)

Ledger	Under	
Sona Enterprise	Sundry Debtors	Maintain balances bill – by bill (Yes)
Sales	Sales Accounts	Inventory values are affected (Yes)

2. Invoice Mode

F9 Purchase> Ctrl +H > Invoice Mode

Purchase No 1. 1-Apr-2021
Supplier invoice 001 **Date:** 1-Apr-2021 Thursday

Party A/c Name: Raja Traders

Purchase Ledger: Purchase

Name of Item	Quantity	Rate	Per	Amount
Mouse	14 Pcs	150.00	Pcs	2100.00
Keyboard	72 Pcs	165.00	Pcs	11880.00
	86 Pcs			13980.00

Type of Ref: New Ref

Name: 1**Amount:** 13980 Cr

Narration

Being goods purchased on credit to Raja Traders

Display > Statements of Accounts > Outstanding > Payables

F5 Payment

Particulars	Debit	Credit
DrRaja Traders	13980	
Cr Cash		13980

Type of Ref: Agst Ref
Name: 1Amount: 13980 Dr
Narration
Being paid cash to Raja Traders

Display > Statements of Accounts > Outstanding > Payables NIL

F8 Sales

Sales No 1. 1-Apr-2021
Supplier invoice 001 Date: 1-Apr-2021 Thursday

Party A/c Name: Sona Enterprise
Sales Ledger: Sales

Name of Item	Quantity	Rate	Per	Amount
Mouse	5 Pcs	160.00	Pcs	800.00
Keyboard	10 Pcs	180.00	Pcs	1800.00
	15 Pcs			2600.00

Type of Ref: New Ref
Name: 1
Amount: 2600 Dr

Narration
Being goods sold on credit to Sona Enterprise

Display > Statements of Accounts > Outstanding > Receivable - NIL

F6 Receipt

Particulars	Debit	Credit
CrSona Enterprise		2600
Dr Cash	2600	

Type of Ref: Agst Ref
Name: 1Amount: 2600 Cr
Narration :Being received cash to Sona Enterprise

Display > Statements of Accounts > Outstanding > Receivable – NIL

BILL BOOK

Create New Company

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Accounting :

Maintain Account :Yes

Enable bill wise entry : Yes

Inventory

Maintain Inventory : Yes

Integrate Accounts with Inventory : Yes

Taxation :

Enable GST : No

Started business with cash Rs 4000000

(Receipt F6)

Create Capital Ledger under Capital Account

Cr Capital and Dr Cash

Create Stock Group

GROUP	UNDER
CLOTHES	PRIMARY
COMPUTERS	PRIMARY
SOFTWARE	COMPUTERS
CONFECTIONERY	PRIMARY
ELECTRONICS	PRIMARY
FOOTWARE	PRIMARY
FRUITS	PRIMARY
MOBILES	PRIMARY
PROVISION	PRIMARY
STATIONERY	PRIMARY
TOOLS	PRIMARY
VEGETABLES	PRIMARY

Create Units : Simple and Compound

Simple : PCS, CD, Box, Pkt, Ltr, ml, Kgs, Gms,

Compound : kgs of 1000 gms, Ltr of 1000 ml

Purchase and Sales Bill Book : Annex - 1

Stock Journal

This is useful to transfer the goods from one godown to another godown.

CREATE GODOWN / LOCATION

Godown Name	Under
Delhi Clothes Godown	Primary
Lucknow Computers Godown	Primary
Meerut Confectionery Godown	Primary
Agra Electronics Godown	Primary
Goa Footwear Godown	Primary
Ajmer Fruits Godown	Primary
Mumbai Mobiles Godown	Primary
Muzaffarnagar Provision Godown	Primary
Kumargarh Stationery Godown	Primary
Kanpur Tools Godown	Primary
Himachal Vegetables Godown	Primary

Inventory Vouchers

Gateway of Tally > Voucher > F10 (other Vouchers) Alt+F7 (Stock Journal)

Stock Journal No 1

TRANSFER OF MATERIALS

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount
Hoodie	Main Location	7 Pcs	950	6650	Hoodie	Delhi Clothes Godown	7 Pcs	950	6650
Jacket	Main Location	6 Pcs	850	5100	Jacket	Delhi Clothes Godown	6 Pcs	850	5100
Jeans	Main Location	23 Pcs	650	14950	Jeans	Delhi Clothes Godown	23 Pcs	650	14950
Scarf	Main Location				Scarf	Delhi Clothes Godown			
Sleeveless Shirt	Main Location	5 Pcs	450	2250	Sleeveless Shirt	Delhi Clothes Godown	5 Pcs	450	2250
Sport Shirt	Main Location	20 Pcs	600	12000	Sport Shirt	Delhi Clothes Godown	20 Pcs	600	12000
Track Suits	Main Location	3 Pcs	1400	4200	Track Suits	Delhi Clothes Godown	3 Pcs	1400	4200
T-Shirt	Main Location				T-Shirt	Delhi Clothes Godown			
		64 Pcs		45150			64 Pcs		45150