PROFESSIONAL ACADEMY

A Training Division of Centre for Development & Education Welfare Society

TallyPrime

Tally Prime

Ch-1 Overview of Tally Prime Course

WhatsApp Contact No : 9610157406 | Website : professionalacademyjaipur.com

What is Tally Prime?

TallyPrime

Tally Prime is an Accounting Software

Tally Prime

Ch-2 What is Accounting & Accountancy ?

TallyPrime

What is Accounting?

Accounting is a systematic process of identifying , measuring , recording , classifying , summarizing , interpreting and communicating financial information.

Why learn Accounting?

- Maintaining Systematic Record of Transactions.
- Ascertaining Profit or Loss.
- Ascertaining Financial Position.
- Prevention of Frauds.

What is Accountancy?

The knowledge of how to make accounting is called accountancy.

TallyPrime

Tally Prime

Ch - 3 Basic Accounting Terms Part 1

What is Business Transaction?

The term “Business Transaction” means a financial transaction or event entered into by the parties and recorded in the books of accounts. It is a financial event, which can be expressed in terms of money and brings change in the financial position of an enterprise.

There are two types of Transaction.

1. **Cash Transaction :-** When the amount is transacted immediately on entering in to a transaction, it is a Cash Transaction.

2. **Credit Transaction :-** When the amount is not transacted immediately and promise to pay later, it is a Credit Transaction.

What is Capital?

Capital is the amount invested by the proprietor or partner in the business. It may be in the form of money or assets having money value. It is a liability of the business towards the proprietor or partner.

What is Drawings?

It is the amount withdrawn or goods taken by the proprietor for his personal use. Goods so taken by the proprietor are valued at purchase cost. Drawings reduce the investment (or capital) of the owners.

What is Liabilities?

liabilities mean the amount owed (payable) by the business to outsiders and to the proprietors.

There are two types of liabilities.

1. **Current Liabilities (Short term liabilities) :-** These are those liabilities which are payable within a year. Example of current liabilities are creditors , bills payable , short term loans , etc.

2. **Non – Current Liabilities (Long term liabilities) :-** Long term liabilities are those liabilities which are payable after a longer period, (more than a year). Examples of long term liabilities are long term loans , debentures, equity shares etc.

What is Assets?

Assets are property or legal rights owned by an individual or business to which money value can be attached. In other words anything which will enable the firm to get cash or a benefit in the future, is an assets. Examples of assets are land , building , machinery , furniture , stock , debtors , cash and bank balances, etc.

There are two types of Assets.

a) **Current assets : -** Current assets are those assets which are retained in the business with the purpose to convert them into cash within a short period say, one year. For example goods are purchased with a purpose to resale and earn profit.

There are two types of Assets.

b) **Non Current assets(Fixed Assets) :-** Fixed assets are those assets which are acquired not with the purpose to resale but to facilitate business operations and increase the earning capacity of the business by employing them. Examples of fixed assets are land , building , machinery , computers , vehicles , furniture , etc.

There are two types of Fixed Assets.

a) **Tangible Assets :-** Tangible assets are those assets which have physical existence , they can be seen and touched. Examples of tangible assets are land , building , machinery , computer , furniture , goods ,etc.

b) **Intangible Assets :-** intangible assets are those assets which do not have physical existence , the cannot be seen and touched Examples of intangible assets are patents , goodwill ,trademark , copyrights etc.

Tally Prime

Ch - 3 Basic Accounting Terms Part 2

What is Expense?

It is the cost incurred for generating revenue. Example :- wages , rent , Electricity bill.

There are Four types of Expense.

1. **Prepaid Expense :-** It is an expense that has been paid in advance and the benefit of which will be available in the following year or years,

Example :- advance rent, advance school fee , etc.

There are Four types of Expense.

2. **Outstanding Expense :-** It is an expense that has not been paid but the benefit thereof has already been availed.

Example :- Electricity Bill, Water Bill , etc.

There are Four types of Expense.

3. **Direct Expense :-** Direct expenses are directly related to the production of the product.

Example :- Wages , Factory rent , Cost of raw material , Fuel , etc.

There are Four types of Expense.

4. **Indirect Expense :-** Indirect expenses are not directly related to the production of the product.

Example :- Salary , Telephone bills , Printing , Stationery, etc.

Debtor (जिससे हमें पैसे लेने होते है वह Debtor होता है)

A person who owes amount to the enterprise on account of credit sales of goods or services is called a Debtor.

Creditor (हमें जिसे पैसे देने होते है वह Creditor होता है)

A person to whom an enterprise owes amount on account of credit purchases of goods or services is called a Creditor.

What is Goods?

Goods are the physical items of trade. It is a term that applies to all the items making up the sales or purchases of a business.

What is Voucher?

Voucher is an evidence of a business transaction. Examples of voucher are Cash Memo, invoice Bill, Receipt, Debit/Credit Notes etc.

What is Proprietor?

The person who makes the investment and bears all the risks connected with the business is called the proprietor.

What is Depreciation?

Depreciation is a fall in the value of an asset because of usage or with passage of time or obsolescence or accident.

Tally Prime

Ch-4 What is Account ?

What is an Account ?

An account is a summarised record of the relevant transactions relating to a particular head.

Cash A/c	Sale A/c	Purchase A/c	Amit A/c

There are Three types of Accounts.

1. **Personal Account :-** Personal Accounts are those accounts which represent persons and organizations.

Example :-

- ✓ Suppliers
- ✓ Customers
- ✓ Corporate bodies and institutions.

There are Three types of Accounts.

2. **Real Accounts :-** Real Accounts are those accounts which represent assets.

Example :-

- ✓ Buildings
- ✓ Furniture
- ✓ Cash

There are Three types of Accounts.

3. **Nominal Accounts :-** Nominal Accounts are accounts where income and expenses are recorded.

Example :-

- ✓ Sales
- ✓ Cost of goods sold
- ✓ Salary Expense

TallyPrime

Tally Prime

Ch - 5 Journal Entry

Part 1

What is Journal Entry?

A Journal is the primary book of accounts in which transactions are first recorded in a chronological order, i.e., as they are entered into. Transactions are recorded in the Journal book from the accounting voucher that is prepared on the basis of source documents, i.e., cash memo, invoices, purchase bills, etc.

GOLDEN RULES OF ACCOUNTING

TYPES OF ACCOUNT	DEBIT	CREDIT
Personal Account	The Receiver	The Giver
Real Account	What Comes In	What Goes out
Nominal Account	Expenses and Losses	Income and Gains

Format of journal entries

Date	Particulars	l/f	Dr. Amount	Cr. Amount

Examples of Journal Entries : -

Purchase Furniture In cash ………………………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Furniture A/c -----------------------Dr. To Cash A/c -------------------Cr.		2000	 2000

Examples of Journal Entries : -

Purchase Furniture through cheque ………………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Furniture A/c -----------------------Dr. To Bank A/c -------------------Cr.		2000	 2000

Examples of Journal Entries : -

Purchase goods from Ankit on credit ……………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Purchase A/c -----------------------Dr. To Ankit A/c -------------------Cr.		2000	 2000

Examples of Journal Entries : -

Purchase goods from Ankit in cash ……………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Purchase A/c ------------------------Dr. To Cash A/c -------------------Cr.		2000	 2000

Examples of Journal Entries : -

Sold Furniture In cash ………………………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Cash A/c ------------------------Dr. To Furniture A/c --------------------Cr.		2000	 2000

Examples of Journal Entries : -

Sold Furniture through cheque ………………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Bank A/c ------------------------Dr. To Furniture A/c --------------------Cr.		2000	 2000

Examples of Journal Entries : -

Sold goods to Ankit on credit ………………………………. 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Ankit A/c -----------------------Dr. To Sales A/c -------------------Cr.		2000	 2000

Examples of Journal Entries : -

Sold goods to Ankit in cash ……………………………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Cash A/c -----------------------Dr. To Sales A/c -------------------Cr.		2000	 2000

Journalise the following transactions.

a) Purchase goods from Ram on Credit.	15,000
b) Purchase goods from Ram in cash.	10,000
c) Cash paid to Ram.	5,000
d) Cheque Paid to Ram.	10,000
e) Sold goods to Shyam Credit.	20,000
f) Sold goods to Shyam in Cash.	15,000
g) Cash Received from Shyam.	8,000
h) Cheque Received from Shyam.	12,000
i) Salary Paid in Cash.	15,000
j) Rent Received Through Cheque.	10,000

TallyPrime

Tally Prime

Ch - 5 Journal Entry

Part 2

Journalise the following transactions.

a) Purchase goods from Ram on Credit.	15,000
b) Purchase goods from Ram in cash.	10,000
c) Cash paid to Ram.	5,000
d) Cheque Paid to Ram.	10,000
e) Sold goods to Shyam Credit.	20,000
f) Sold goods to Shyam in Cash.	15,000
g) Cash Received from Shyam.	8,000
h) Cheque Received from Shyam.	12,000
i) Salary Paid in Cash.	15,000
j) Rent Received Through Cheque.	10,000

GOLDEN RULES OF ACCOUNTING

TYPES OF ACCOUNT	DEBIT	CREDIT
Personal Account	The Receiver	The Giver
Real Account	What Comes In	What Goes out
Nominal Account	Expenses and Losses	Income and Gains

Examples of Journal Entries : -

Purchase goods from Ram on Credit. …………………………… 15000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Purchase A/c -----------------------Dr. To Ram A/c -------------------Cr.		15000	 15000

Examples of Journal Entries : -

Purchase goods from Ram In Cash …………………………… 10000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Purchase A/c -----------------------Dr. To Cash A/c -------------------Cr.		10000	 10000

Examples of Journal Entries : -

Cash paid to Ram. ………………………………………………………… 5000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Ram A/c -----------------------Dr. To Cash A/c ------------------Cr.		5000	 5000

Examples of Journal Entries : -

Cheque Paid to Ram ………………………………………………………… 10000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Ram A/c ------------------------Dr. To Bank A/c --------------------Cr.		10000	 10000

Examples of Journal Entries : -

Sold goods to Shyam on Credit 20000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Shyam A/c -----------------------Dr. To Sales A/c -------------------Cr.		20000	 20000

Examples of Journal Entries : -

Sold goods to Shyam in Cash. ……………………………………… 15000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Cash A/c -----------------------Dr. To Sales A/c -------------------Cr.		15000	 15000

Examples of Journal Entries : -

Cash Received from Shyam ………………………………………………… 8000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Cash A/c ------------------------Dr. To Shyam A/c --------------------Cr.		8000	 8000

Examples of Journal Entries : -

Cheque Received from Shyam ………………………………………………… 12000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Bank A/c -----------------------Dr. To Shyam A/c -------------------Cr.		12000	 12000

Examples of Journal Entries : -

Salary Paid in Cash. ………………………………………………………… 15000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Salary A/c ------------------------Dr. To Cash A/c --------------------Cr.		15000	 15000

Examples of Journal Entries : -

Rent Received Through Cheque. …………………………………… 10000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Bank A/c -----------------------Dr. To Rent A/c -------------------Cr.		10000	 10000

Tally Prime

Ch - 6 Journal Entry With Discount

Discount Received

Credit (Cr.)

Discount Allowed

Debit (Dr.)

Examples of Journal Entries : -

Rahul started business with cash ……………………………………… 10000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Cash A/c -----------------------Dr. To Capital A/c -------------------Cr.		10000	 10000

Examples of Journal Entries : -

Paid into bank ……………………………………………………………………… 6000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Bank A/c -----------------------Dr. To Cash A/c -------------------Cr.		6000	 6000

Examples of Journal Entries : -

Bought goods from M/s S. Singh & Co. on credit ……………… 2000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Purchase A/c -----------------------Dr. To M/s S. Singh & Co. A/c -------------------Cr.		2000	 2000

Examples of Journal Entries : -

Paid to M/s. S. Singh & Co. 1950
Discount allowed by them 50

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	M/s. S. Singh & Co. A/c ------------Dr. To Cash A/c -----------------------------Cr. To Discount Received ----------------- Cr.		2000	 1950 50

Examples of Journal Entries : -

Purchase furniture ……………………………………………………… 200

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Furniture A/c -----------------------Dr. To Cash A/c -------------------Cr.		200	 200

Examples of Journal Entries : -

Purchase Adding Machine ………………………………………………… 800

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Adding Machine A/c -----------------------Dr. To Cash A/c -------------------Cr.		800	 800

Examples of Journal Entries : -

Purchase Typewriter 600

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Typewriter A/c -----------------------Dr. To Cash A/c -------------------Cr.		600	 600

Examples of Journal Entries : -

Paid for postage …………………………………………………………………… 15

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Postage A/c ------------------------Dr. To Cash A/c -------------------Cr.		15	 15

Examples of Journal Entries : -

Sold goods for cash ………………………………………………………… 400

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Cash A/c -----------------------Dr. To Sales A/c -------------------Cr.		400	 400

Examples of Journal Entries : -

Sold goods on credit to M/s. Ray & Co. ……………………… 560

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	M/s. Ray & Co. A/c -----------------------Dr. To Sales A/c ------------------Cr.		560	 560

Examples of Journal Entries : -

Sold goods on credit to M/s. Sharda & Co. ……………………… 1000

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	M/s. Sharda & Co. A/c ------------------------Dr. To Sales A/c --------------------Cr.		1000	 1000

Examples of Journal Entries : -

Received cheque from M/s. S. Sharda & Co. ……………………… 975
Discount allowed ……………………………………………………………. 25

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Bank A/c -----------------------------Dr. Discount Allowed ------------------Dr. To M/s. S. Sharda & Co. A/c ----Cr.		975 25	1000

Examples of Journal Entries : -

Drew for private use ………………………………………………………………… 350

Date	Particulars	l/f	Dr. Amount	Cr. Amount
	Drawings A/c -----------------------Dr. To Cash A/c ------------------Cr.		350	 350

a) Mohan Started business with cash	40,000
b) Deposited in bank	30,000
c) Bought goods for cash	5,000
d) Sold goods to sumit	2,500
e) Bought goods from Parvat	5,100
f) Received cash from sumit	1,950
g). Discount allowed	50
h) Paid cash to Parvat	3,900
i) Discount received	1200
j) Received cash for goods sold	2,750
k) Bought goods from Mohit	2,350
l) Withdrew for private expenses	1,000
m) Received cash from Sumit and deposited into bank	500
n) Paid sundry trade expenses	250
o) Paid Rent	450
p) Paid cash to Mohit	2,300
q) Discount received	50

SUB E

Chapter 11

GROUP NAME	LEDGER NAME
Bank A/c (Account)	Current Bank A/c , Saving Bank A/c.
Bank O/D (Over Draft)	Bank Loan A/c.
Bank OCC (Over Draft Cash Credit)	Bank Loan A/c.
Secured Loans	Bajaj Finance, Gold Loan.
Unsecured Loan	Loan Taken From Friend And Relatives.
Loan & Advance (Assets)	Advance Salary, Loan to Deepak.
Capital A/c Account	Capital A/c , LIC , Drawing A/c , Income tax.
Deposits (Assets)	FD,RD,PPF, etc.

Investment	Shares, Lottery.
Direct Expenses	Wages, Power Bill, Factory Rent, Factory Insurance, Carriage Inwards etc.
Indirect Expenses	Discount Paid, Rent Paid, Commission Paid, interest Paid, Bad Debts, Advertisement, Salary Paid etc.
Indirect Income	Discount Receive, Rent Receive, Commission Receive etc.
Duties & Taxes	VAT, TDS, GST, Cess Surcharge.
Fixed Assets	Plant, Machinery, Building, Land, Computer, car etc.
Provision	Provisions for bad debts, Provision For income tax, Provisions for Sundry creditors or debtors.
Purchase A/c (Account)	Purchase, Purchase Return.
Sales	Sales, Sales Return.
Stock in hand	Opening Stock & Closing Stock.
Sundry Creditors	Names.
Sundry Debtors	Names.

Create the ledgers of these transactions.

This is a task of Chapter 11

1. Journalise the following transactions of Mr. Satish:

a) Rahul started business with cash	10,000
b) Paid into bank	6,000
c) Bought goods from M/s S. Singh & Co. on credit	2,000
d) Purchased furniture	200
e) Purchased adding machine	800
f) Purchased typewriter	600
g) Paid for postage	15
h) Sold goods for cash	400
i) Sold goods on credit to M/s. Sharda & Co.	1,000
j) Paid to M/s. S. Singh & Co.	1,950
k) Discount allowed by them	50
l) Sold goods to M/s. Ray & Co.	560
m) Received cheque from M/s. S. Sharda & Co.	975
n) Paid for electric charges	10
o) Paid salary	150
p) Paid rent by cheque	200
q) Drew for private use	350

2. The following are the transactions of R. Singh & Co. for the month of July. You are required to journalise them:

a) Started business with cash	8,000
b) Cash paid into Bank	5,000
c) Bought stationary for cash	30
d) Bought goods for cash	2,100
e) Bought postage stamp	10
f) Sold goods for cash	750
g) Bought office furniture from Bannerjee Bros.	500
h) Sold goods to Mahendra	1,000
i) Received cheque from Mahendra	1,000
j) Paid Banneries Bros. by cheque	500
k) Sold goods to Vinod & Co.	500
l) Bought goods from S. Sharma & Bros.	700
m) Bought goods for cash from S. sanjay & Co.	225
n) Sold goods to P. Puneet	350
o) Vinod & Co. paid on account	250
P) Paid S. sharma & Bros. by cheque n full settlement	685
q) Paid Salaries	250

SUB E

Chapter 12

Voucher Entry in Tally Prime

Voucher Name	Shortcut Key
Contra	F4
Payment	F5
Receipt	F6
Journal	F7
Sale	F8
Purchase	F9

Create voucher entry of this question

1. Journalise the following transactions.

a) Purchase goods from Ram on Credit.	15,000
b) Purchase goods from Ram in cash.	10,000
c) Cash paid to Ram.	5,000
d) Cheque Paid to Ram.	10,000
e) Sold goods to Shyam Credit.	20,000
f) Sold goods to Shyam in Cash.	15,000
g) Cash Received from Shyam.	8,000
h) Cheque Received from Shyam.	12,000
i) Salary Paid in Cash.	15,000
j) Rent Received Through Cheque.	10,000

2. Journalise the following transactions of Mr. Satish:

a) Rahul started business with cash	10,000
b) Paid into bank	6,000
c) Bought goods from M/s S. Singh & Co. on credit	2,000
d) Purchased furniture	200
e) Purchased adding machine	800
f) Purchased typewriter	600
g) Paid for postage	15
h) Sold goods for cash	400
i) Sold goods on credit to M/s. Sharda & Co.	1,000
j) Paid to M/s. S. Singh & Co.	1,950
k) Discount allowed by them	50
l) Sold goods to M/s. Ray & Co.	560
m) Received cheque from M/s. S. Sharda & Co.	975
n) Paid for electric charges	10
o) Paid salary	150
p) Paid rent by cheque	200
q) Drew for private use	350

SUB E

Chapter 13

Cash Book Entry In Tally Prime

1. Prepare A Simple Cash Book From The Following Transactions Of Mr. Ram Gopal Of Delhi:

Date	Particular	Rs.
April 1	Mr. Ram Gopal Commenced Business With Cash	8000
April 3	He Bought Goods For Cash	5000
April 5	Sold Good For Cash	100
April 6	Received Cash From Mr. Manohar Lal	360
April 9	Paid Into Bank	3000
April 13	Paid Cash To Hari Kishan	215
April 16	Sold Goods For Cash	1500
April 17	Paid For Stationary	15
April 18	Paid For Office Furniture	185
April 21	Received From Mr. Kailash Chand	680
April 22	Paid For Advertising	90
April 25	Purchase Postage Stamps	8
April 28	Paid Rent	100
April 30	Paid Electricity Charges	15

[Cash Balance-Rs. 2012]

2. Compile A Simple Cash Book From The Following Transactions:

Date	Particular	Rs.
March 1	Mr. Ganesh Lal Commenced Business With Cash	6500
March 3	Bought Goods For Cash	685
March 4	Paid Mr. Mohan Lal Cash	95
March 6	Deposited In Bank	4000
March 6	Paid For Office Furniture	465
March 9	Sold Goods For Cash	3000
March 12	Paid Wages in Cash	120
March 13	Paid For Stationary	40
March 15	Sold Goods For Cash	2500
March 17	Paid For Miscellaneous Expenses	45
March 19	Received Cash From Mr. Trilok Chand	485
March 22	Purchased A Radio Set	250
March 22	Paid Salary	400
March 25	Paid Rent	90
March 28	Paid Electricity Bill	35
March 29	Paid For Advertising	40
March 31	Paid Into Bank	2500

[Cash Balance-Rs. 3720]

3. Enter The Following Transactions In A Simple Column Cash Book

Date	Particular	Rs.
April 1	Mr. Ashok Commenced Business With Cash	350000
April 2	Bought Goods For Cash	22000
April 6	Purchased Goods From Gupta & Co. On Credit	20000
April 8	Cash Sales	75000
April 10	Paid Rent	1200
April 18	Purchased Building	300000
April 21	Sold Goods For Cash	9900

April 22	Sold Goods To Vijay On Credit	20000
April 25	Paid Salaries	10000
April 28	Paid Wages	5500
April 30	Received From Vijay	12000

[Cash Balance-Rs. 108200]

4. YOU ARE REQUIRED TO PREPARE A SINGLE COLUMN CASH BOOK FROM THE FOLOWING TRANSACTIONS

Date	Particular	Rs.
July 1	Balance From Last Month	6250
July 3	Purchased Goods For Cash From Ram Lal	4250
July 4	Received Cash From Amar Nath	210
July 9	Paid Cash For Sundry Trade Expenses	146
July 10	Paid Fort Postage	12
July 12	Received From Kailash Bros. Discount Allowed To Him	1337 113
July 18	Cash Purchases	1415
July 20	Paid Rent	450
July 22	Paid Baldev Singh's Account (Rs. 250) Less 10% Cash Discount	
July 23	Paid For Furniture Repair	50
July 26	Sold Goods For Cash	807
July 28	Paid For Printing To Laxmi Press	45
July 30	Paid For General Expenses	26
July 31	Drew Cash For Personal Use	100

[Cash Balance-Rs. 1885]

SUB E

Chapter 16

Cash & Credit Sale Entry With Invoice

1. Record the following transactions in your Tally Prime Software.

Date	Particulars
1-April	Sold Goods to Muskan Computers Pvt. Ltd. In Delhi. 125 Mouse @ ₹ 130 per mouse. 160 Keyboard @ ₹ 250 per keyboard.
1-April	Sold Goods to Ankit & Sons In Cash at Delhi. 120 1TB Hard Disk @ ₹ 3000 per hard disk. 100 2GB Graphic Card @ ₹ 5000 per graphic card.
1-April	Sold Goods to Narender In Cash. 60 256GB SSD @ ₹ 4000 per SSD. 190 4GB RAM @ ₹ 2000 per RAM.

Cash Balance :- 14,80,000

Total Sales :- 15,36,250

Cash & Credit Sale Entry Task

2. Record the following transactions in your Tally Prime Software.

Date	Particulars
1-April	Sold Goods to Ajit Singh In Delhi. 120 Tables @ ₹ 450 per table. 100 Chairs @ ₹ 600 per chair.
1-April	Sold Goods to Jai Furniture In Cash at Delhi. 20 Sofa Sets @ ₹ 7500 per sofa set. 150 Desks @ ₹ 500 per desk. 55 Office Tables @850 each.
1-April	Sold Goods to Gupta Furniture House at Delhi. 60 Chairs @ ₹ 600 per chair. 2 Almirahs @ ₹ 12000 each.
1-April	Sold Goods to Ideal Furniture House in Cash at Delhi. 60 Chairs @ ₹ 600 per chair. 150 Tables @ ₹ 500 per table.

Cash Balance :- 3,82,750

Total Sales :- 5,56,750

SUB E

Chapter - 17
Cash & Credit Purchase Entry

1. Record the following transactions in your Tally Prime Software.

Date	Particulars
1-April	Ram Started Business with Cash. 50,000
1-April	Purchase from Sumit in Cash. 30 Copies @ ₹ 40 each. 50 Registers @ ₹ 85 each.
2-April	Bought From Hari Ram, Delhi. 1000 Pens @ ₹ 10 each. 500 Box Pencils @ ₹ 50 per box.
1-May	Bought From Gupta Bros on Credit, Delhi. 50 Reams Paper @ ₹ 300 per ream. 100 Registers @ ₹ 50 each.

Cash Balance :- 44,550 Dr.

Total Purchase :- 60,450 Cr.

Cash & Credit Purchase Entry Task

2. Record the following transactions in your Tally Prime Software.

Date	Particulars
1-April	Shyam Started Business with Cash. 100,000
1-April	Purchase from Rajesh. 100 Bags of ITC Wheat Atta @ ₹ 530 per bag. 50 Bags of Basmati Rice @ ₹ 500 per bag.
2-April	Bought From M/s Kanodia Oil Mills in Cash, Delhi. 20 tins Banaspati Oil @ ₹ 1500 per tin. 50 tins Oil @ ₹ 900 per tin.
1-May	Bought From Gupta Bros on Credit, Delhi. 25 Bags Gram @ ₹ 480 per bag. 40 Bags Oats @ ₹ 25 per bag.

Cash Balance :- 25000 dr

Total Purchase :- 1,66,000 cr

SUB E

Chapter - 18

Cash & Trade Discount Entry

1. Record the following transactions in your Tally Prime Software.

Date	Particulars
1-April	Kishan Started Business with Cash. 50,000
1-April	**Purchase from Gautam in Cash.** 50 Shirts @ ₹ 250 each. **Less : Cash Discount @ 10%**
2-April	**Bought From Hari Ram, Delhi.** 100 Tee-shirts @ ₹ 150 each. 200 Sarees @ ₹ 500 each. **Less : Trade Discount @ 5%**
1-May	**Sold to Sharda on Credit, Delhi.** 100 Sarees @ ₹ 800 each. 50 Shirts @ ₹ 300 each. **Less : Trade Discount @ 5%**
2-May	**Sold to Mohan In Cash, Delhi.** 80 Tee-shirts @ ₹ 200 each. **Less : Cash Discount @ 5%**

Cash Balance :- 53,950 **Total Sale :- 1,05,450**

Total Purchase :- 1,20,500

Task

2. Record the following transactions in your Tally Prime Software.

Date	Particulars
1-April	Shyam Started Business with Cash. 100,000
1-April	**Purchase from Rajesh.** 100 Bags of ITC Wheat Atta @ ₹ 530 per bag. 50 Bags of Basmati Rice @ ₹ 500 per bag. **Less : Trade Discount @ 10%**
2-April	**Bought From M/s Kanodia Oil Mills in Cash, Delhi.** 20 tins Banaspati Oil @ ₹ 1500 per tin. 50 tins Oil @ ₹ 900 per tin. **Less : Cash Discount @ 5%**
1-May	**Bought From Gupta Bros on Credit, Delhi.** 25 Bags Gram @ ₹ 480 per bag. 40 Bags Oats @ ₹ 25 per bag. **Less : Trade Discount @ 5%**
2-May	**Sold to Mohan In Cash, Delhi.** 15 tins Banaspati Oil @ ₹ 2000 per tin. 50 Bags of ITC Wheat Atta @ ₹ 800 per bag. **Less : Cash Discount @ 5%**
31-May	**Sold to Ankit on Credit, Delhi.** 20 Bags Gram @ ₹ 580 per bag. 30 tins Oil @ ₹ 1000 per tin. 25 Bags of Basmati Rice @ ₹ 800 per bag. **Less : Trade Discount @ 10%**

Cash Balance : - 95,250 **Total Sale :- 1,21,940**

Total Purchase :- 1,53,800

SUB E

Chapter - 21

Sale & Purchase Entry with GST

What is GST ?

GST is known as the **Goods and Services Tax**. It is an indirect tax which has replaced many indirect taxes in India such as the excise duty, VAT, services tax, etc. The Goods and Service Tax Act was passed in the Parliament on 29th March 2017 and came into effect on 1st July 2017.

Types of GST.

1) **CGST :** It is the tax collected by the Central Government on an intra-state sale.
2) **SGST :** It is the tax collected by the state government on an intra-state sale.
3) **IGST :** It is a tax collected by the Central Government for an inter-state sale.

Transaction	**GST Types**
Sale within the state	CGST + SGST
Sale to another state	IGST

Task

Total Purchase :- 175448

Total Sale :- 1531600

List of GST Numbers

SR.NO	DELHI GST NUMBER	STATE NAME	OTHER STATE GST NUMBER
1	07AAACB5343E1Z3	Bihar	10AAACB1534F1ZL
2	07AABCS1429B1ZW	Chandigarh	04AAACB1534F1ZE
3	07AABCT3518Q1ZY	Goa	30AAACB1534F4ZG
4	07AAACC4175D1Z0	Gujarat	24AAACB1534F2ZB
5	07AAAAG5588Q1ZY	Haryana	06AAACB1534F1ZA
6	07AAACC1206D1ZI	Himachal Pradesh	02AAACB1534F3ZG
7	07AAACB1534F4Z5	Madhya Pradesh	23AAACB1534F2ZD

SUB E

Chapter - 24

Create Invoice Bill In Multiple Currency

ALT Codes for Currency Symbols

Alt Code	Symbol	Description
Alt 0164	¤	Currency
Alt 156	£	Pound
Alt 0128	€	Euro
Alt 36	$	Dollar Sign
Alt 155	¢	Cent
Alt 157	¥	Yen
Alt 158	₧	Peseta
Alt 159	ƒ	Frank / Gulder