

Tally Prime

FAQ



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Contents

1. Tally Prime: Introduction	4
2. Tally Prime Vs. Tally ERP9	5
3. Company Creation, Alteration & Deletion	6
4. Masters	8
5. Vouchers	11
6. GST Enabling	16
7. Point of sale	17
8. Cost Category and Cost Centre	18
9. Bill wise details	19
10. TDS	20
11. Manufacturing and Bom	21
12. Cheque Register	22
13. Multi-currency	23
14. Control user access & Tally Vault	24
15. Bank Reconciliation	25
16. Export and printing	26
17. Job Costing	27
18. Payroll	28
19. MIS Report	30
20. Branch Accounting	34

Tally Prime: Introduction

1. **What is the full form of Tally?**

Transactions Allowed in a Linear Line Yard

2. **What is Tally prime?**

Tally Prime is a comprehensive business management software designed for small and medium businesses. It assists in managing accounting, inventory, banking, taxation, payroll, and other related functions. With Tally Prime, decision-making becomes simplified for business owners through access to critical reports such as financial reports, cost center reports, accounting reports, inventory reports, and other detailed reports.

3. **What is the usage of "GO TO" in tally prime?**

The "Go To" button in Tally Prime provides advanced features such as easy navigation and multitasking. It simplifies the process of finding business data and switching between reports and also allows users to handle interruptions during data entry without abandoning their current task. Alt+G is the shortcut key for "GO TO".

Tally Prime Vs. Tally ERP9

1. What are the differences between Tally ERP 9 and Tally Prime?

Tally ERP 9	Tally Prime
<ul style="list-style-type: none">▪ Image Logo▪ Multi-tasking is not possible▪ Chart of accounts can be accessed only from Gateway of Tally -> Display ->List of accounts▪ Company data can be accessed only by specifying a data path▪ Short Key for copy Ctrl + Alt + C▪ Short Key for Paste Ctrl + Alt + V	<ul style="list-style-type: none">▪ Animated Logo▪ Go To features helps for multi-tasking▪ Chart Of Accounts can be accessed from Gateway of Tally itself.▪ Can access company data from any drive or path▪ Short Key for copy Ctrl + C▪ Short Key for Paste Ctrl + V

Company Creation, Alteration & Deletion

1. What do you mean by company features in Tally Prime?

When creating a company in Tally Prime, the key features necessary to record business transactions are set by default. Depending on the specific needs of the business, such as inventory management, tax-based invoicing, or payroll management, users can customize their preferences using the Company Features. The shortcut key for accessing Company Features is F11.

2. What is the shortcut key for accepting a screen in Tally prime?

Ctrl + A

3. What is company configuration?

- (a) Tally Prime helps you to modify the way Company Features work according to your requirements.
- (b) Configuration options vary depending on the context and are user-definable based on business requirements.
- (c) The shortcut key for company configuration in Tally Prime is F12.
- (d) Company configuration settings are applicable to all companies residing in the Data Directory.

4. How to create a company?

For creating a company click on company option at the top menu bar or press Alt+K then select create option. You can provide details of your company like name, address, phone number, website etc. in the window.

5. How will you modify the company details?

For modification of information provided during the company creation we can select the Alter option by pressing the keys Alt+K. Then we can alter the company details.

6. How to delete a company?

Alt +K → Alter → Alt+D

7. How will you load the required companies on the home page?

F1 Help → Settings → Startup → Load companies on startup → Select the required companies to load → End of list



Masters

1. What are the two default ledgers in Tally?

Cash ledger and Profit and loss account.

2. How will you create a Prepaid insurance as ledger ?

For creating the ledger click on create option from Gateway of Tally then select ledger. A ledger creation window will appear where you can provide the name as 'prepaid insurance' and select the accounting group as current liability.

3. How many default groups are there in Tally?

34

4. How will you create TDS Payable as an accounting group?

For creating accounting group:

go to, Gateway of Tally → Create → Group

then provide the name as TDS payable and select current liability as Under.

5. What is a chart of accounts in Tally?

The Chart of Accounts (COA) is a list of accounts present in a business's general ledger.

To access the Chart of Accounts in Tally Prime, go to Gateway of Tally → Chart of Accounts.

6. How would you create multi-masters using a chart of accounts?

We can create multiple ledgers or multiple stock items through the multi masters. So that we can save time by creating more than one ledger or stock item in a single window. For creating multi ledgers click on Chart of accounts from Gateway of Tally → ledgers → multi masters (Alt+H) → multi create.

7. What is the purpose of unit of measurement in tally prime?

In Tally Prime, units are used to quantify inventory. Users can create a unit of measurement to make inventory entries, such as kilograms, meters, numbers, packets, etc. The process for creating a unit of measurement is as follows: Gateway of Tally → Create → Unit of measurement.

8. Say some examples for UQC ?

KGS, NOS, PAC, PCS, MTR etc..

9. How many decimals can be created for units of measurement in Tally Prime?

4

10. What is the importance of creating a stock group and how to create it?

A stock group is used to classify the stock items with similar nature. If you have been maintaining your stock items without creating any Stock Group, Tally Prime considers all stock items under an internal group called Primary. However, if you keep your stock items in different groups depending on any of their common features such as brand, product type, or size, use the Stock Group feature in TallyPrime.

To create a Stock Group, go to Gateway of Tally → Create → Stock Group.

11. What do you understand by the stock category?

A Stock Category in Tally offers a parallel classification of stock items. This classification is based on the similarity in behavior of items, allowing users to obtain reports on alternatives or substitutes for a stock item.

To create a Stock Category, go to Gateway of Tally → Create → Stock Category.

12. What is the purpose of creating godowns in Tally Prime? Which is considered as the default godown in Tally prime?

Godowns in Tally Prime are used to store stock items. By creating multiple godowns, users can monitor the location-wise movement of stock. The default godown in Tally Prime is named "Main Location."

To create a godown, go to Gateway of Tally → Create → Godown.

13. How will you create a stock item with Gst?

For creating a stock item:

go to, Gateway of Tally → Create → stock item

then provide the name of the stock item, stock group, unit etc. For providing the GST rate enable set/alter gst rate, then provide the gst details of the stock item like HSN/SAC, gst rate etc.

14. What will you do if HSN/SAC is not available while creating a stock item with GST?

From the 'GST details screen for stock item' press F12 → Allow HSN/SAC details.



Vouchers

1. How many types of predefined groups of vouchers are there in Tally Prime?

There are 4 types of predefined groups of vouchers. They are - Accounting voucher, Inventory voucher, Payroll voucher and Order voucher

2. What are the different types of accounting vouchers in tally? Explain it with an example.

a) Contra voucher (F4)

To record fund transfers between cash and bank accounts

Example

Withdrawal of cash from bank

b) Payment voucher (F5)

To record all payments in the cash and bank accounts

Example

Payment of expenses, payment for fixed assets, etc.

c) Receipt voucher (F6)

To record all receipts in the bank and cash account

Example

Capital received into the business, receipt of income, etc.

d) Journal voucher (F7)

To record all adjustment entries and due entries. All entries that are not made by other accounting vouchers are made with this voucher.

Example

Rent due for the month, Depreciation, etc

e) Sales voucher(F8)

To record all sales transactions

Example

Sold goods to ABC on credit

f) Purchase voucher(F9)

To record all purchase transactions

Example

Purchased goods from XYZ on credit

g) Debit note (ALT+F5)

To record all purchase returns and overcharging by the supplier

Example

2 units of goods purchased from PQR Ltd returned due to poor quality.

h) Credit note (ALT+F6)

To record all sales returns or overcharging from a customer

Example

5 units of goods sold returned by Mr.A due to damage.

3. What is a sales order voucher (Ctrl + F8)?

A sales order is an order issued by a business to a customer. Through the sales order, the customer gets a clear picture of the estimated figure they need to pay to the business. In Tally Prime, sales orders can be recorded and then linked to sales invoices, and reports are available to track outstanding sales orders.

Gateway of Tally → Vouchers → F10 → Sales Order

4. What is the purchase order (Ctrl + F9)?

A purchase order is used by a buyer to place an order and is issued before delivery. Such an order defines the estimated amount the buyer owes for the goods, the date by which the buyer needs to pay, the order number, GST details, etc.

Gateway of Tally → Vouchers → F10 → Purchase Order

5. **What is a Receipt Note (Alt+F9)?**

A Receipt Note is the voucher where you record the details of goods received from suppliers. In other words, it is an acknowledgment of receipt of goods. The receipt note includes your supplier information, the goods that you have received, the invoice value, etc. It keeps track of the receipt of goods at your location.

Gateway of Tally → Vouchers → F10 → Receipt note

6. **What is a Delivery Note(Alt+F8)?**

A Delivery note is the document that accompanies the shipment of goods, containing the list of goods delivered. In other words, it records the details of goods delivered to the customers. A delivery note is also known as a "dispatch note". It helps to track the goods that are sent to the customer.

Gateway of Tally → Vouchers → F10 → Delivery note

7. **What is a stock Journal (Alt+F7)?**

A stock journal is the voucher that is used to make adjustments related to inventory. It can be used for goods transferred from one location to another, which is useful for companies having multiple locations. Stock adjustment may be due to the following reasons:

- Inter-Godown transfer
- Adjustment for wastage or shortage of stock
- To record the manufacturing process.

8. What is the journal entry for the below-mentioned voucher and where will you post it?

ABC PVT LTD			
44/217B, Building 231, SRM Road, Ernakulam, Kerala, Pin. 682018, GSTIN/UIN: 32AAJFLT0987QZ1			
Payment Voucher		Ref no.	CF/P/21/1002
		Date	2/4/21
To whom	MK Fuels		
Mode of Payment	Cash	Cheque	Net Banking (SBI)
Amount			₹6,500/-
Amount in words:	Rupees Six Thousand Five Hundred Only		
Account Details	Ac name - MK Fuels, Ac.no. 255633226, IFSC - SBIN07052 Bank - SBI Vyttila		
Being: Fuel charges paid	Payee: MK Fuels		
Approved By: <u>Nikhil</u> Nikhil Das Accounts Manager	Paid By: <u>Radhika</u> Radhika Accountant	Seal	

- Fuel charge A/C DR 6500
- To SBI Bank A/C 6500

This transaction can be recorded in the payment voucher(F5).

9. What is the journal entry for the below source document and where will you record it?

Thank you for using KSEB Portal service for paying Electricity Bills.

Your Online Payment transaction is **Successful**

The details of your online transaction are given below.

KSEB Online Payment Transaction Details	
Transaction Number	1410000001000
Transaction Date	1/4/21
Transaction Type	Net Banking
Payment Type	Quick Payment
PG/Bank	SBI BANK
Section Name	5000 Electrical Section Puthenchira
Consumer Number	000
Bills	27000
Bill Paid Amount	2200
Transaction Amount	2200
Transaction Status	Payment Gateway Transaction Success. [Accounting will be done in the Section Office subsequently]
Acknowledgement Date	

[Print this Details](#) [Pay Another Bill](#)



- Electricity charges A/c DR 2200
To SBI Bank A/c 2200

This transaction can be recorded in the payment voucher(F5).

GST Enabling

1. What are the components of GST?

The components of GST in India are Central Goods and Services Tax (CGST), State Goods and Services Tax (SGST), Union Territory Goods and Services Tax (UTGST), and Integrated Goods and Services Tax (IGST).

2. How do you activate GST for your company?

To activate GST, we can select FII company features, then enable Goods and Services Tax to "Yes" and provide GST registration details of the company, like State, registration type, GSTIN, etc.

3. How will you record an intra state cash purchase with GST in Tally prime?

First, select the F9 Purchase voucher from the list, then select the cash account in the party details field. Then provide the stock item details like quantity, rate, etc. Then add additional ledgers like Input CGST and Input SGST in the voucher.

4. What will be the setoff entry for output CGST and how will it be recorded in Tally prime?

The setoff entry for output CGST will be:

Output CGST A/CDr

To Input CGST A/C

To Input IGST A/C

To CGST Payable A/C

We can record this transaction in a journal voucher through statutory adjustment. For that, click on Stat Adjustment or Alt+J, select GST as the type of duty. Then from the list of nature of adjustment, select "Decrease of Tax Liability" and then "Adjustment Against Credit".

Point of sale

1. What is the point of sale in Tally and how is it useful to business?

A POS system allows businesses to accept payments from customers and keep track of cash sales. The various POS equipment used in retail outlets are cash registers, card readers, barcode scanners, etc. In Tally Prime, you can record a POS invoice in single or multiple payment modes, print it using a POS invoice printing device, and view the list of POS transactions in reports.

POS systems save time, can improve relationships with customers, and make your business more flexible and mobile.

2. What is the base voucher of point of sale?

Sales voucher

3. How will you create a PoS Invoice in Tally Prime?

- For creating PoS invoice click on create option from Gateway of Tally, select Voucher Type.
- Provide the voucher name as PoS Invoice select the base voucher as sales from the list.
- Enable use for Pos invoicing as Yes, If you need to add any messages in the PoS invoice you can add it in the field of message to print.
- Define the PoS class by providing a name as PoS.
- By pressing Enter you can select the ledgers through which you will collect cash from your customer. It includes Gift vouchers, Credit/debit card, Cheque or cash. If you don't have such ledgers other than cash, you can create it by pressing Alt+C.
- Then we will allocate 100% to the sales ledger.
- Finally you can add additional accounting entries for the sales such as output CGST, output SGST, Discount allowed, Round off etc.
- By pressing Ctrl+A we can save it.

Cost Category and Cost Centre

1. What do you mean by Cost Centre and Cost Category in Tally prime?

In Tally Prime, a Cost Category is used to accumulate costs or profits for parallel sets of Cost Centres. Cost Categories allow for a broader classification of expenses or incomes across multiple Cost Centres, and are useful for generating reports across different dimensions of business operations.

A Cost Centre, on the other hand, is an organizational unit to which costs or expenses can be allocated during transactions. It allows businesses to track costs by department, location, project, or any other relevant unit, making it easier to identify areas of inefficiency or profitability. Cost centres are useful for generating reports that show the performance of specific departments or projects.

Cost Category

Gateway of Tally → Create → Show more → Cost category

Cost Center

Gateway of Tally → Create → Cost center

2. Say one example where the advantage of Cost Category and Cost Centre can be used?

The features of Cost Centre and Cost Category can be used in every expense and profit allocation. For example, in the case of allocating salary expenses for employees, we can create a "Salary" Cost Category, and assign each employee as a separate Cost Centre so that we can easily understand the distribution of salary expenses for every month.

3. Which is the default cost category?

Primary cost category

Bill wise details

1. What are the uses of Bill wise details in Tally?

Bill wise details help to identify the invoice with an appropriate reference number. They are used to:

- Track the details of bills payable and receivables.
- Easily maintain and generate outstanding reports of receivables and payables.
- Enable tracking and efficient management of bills payable and receivables.
- Help in generating age-wise analysis reports for receivables and payables.

2. What are the methods of adjustment in bill wise details?

New Ref

Select when you are recording a fresh transaction, to generate a new bill for the party.

Agst Ref

Select when you need to adjust the transaction against a reference number. For example payment received from a sundry debtor against an earlier sale.

Advance

This method is used for payment made in advance, that is, before the transaction has taken place.

On Account

Select when you want to record a transaction without any bill reference.

TDS

1. What do you mean by TDS?

TDS stands for **Tax Deducted at Source**. The Income Tax Act specifies certain payments on which a specific percentage has to be retained by the payer as TDS and only the balance amount has to be paid to the payee. The TDS deducted should be deposited by the payer to the Government and the payee, in turn, can claim credit for this TDS. For example, rent, professional charges, contract payments, etc

2. How do you activate TDS for your company?

We can enable TDS from the FII company features and provide the deductor details.

3. If you want to deduct TDS on Rent, then what are the ledgers you need to create in Tally Prime?

First, we need to enable TDS from FII company features, and then we need to create:

- TDS Nature of Payment, which we can name as "Rent on Land and Building"
- TDS ledger - as "TDS on Rent Payable" or "TDS u/s 194 I"
- Expense ledger - as "Rent"
- Deductee ledger - as the name of the Sundry Creditor

Manufacturing and Bom

1. **What do you mean by a manufacturing industry?**

The manufacturing industry is an industry where goods are transformed or produced from raw materials or components. Examples of manufacturing include automotive companies, bakeries, shoemakers, and tailors, as they all create products rather than providing services.

2. **What is BOM?**

A Bill of Materials (BOM) is a centralized source of information that contains a list of items used to manufacture one unit of a final product. In other words, it is a list of components needed to produce one unit of a product.

3. **How will you show the adjustment for conversion of raw material to finished goods?**

Through the Manufacturing journal we can show the adjustment for conversion of raw material to finished goods.

4. **How to create a Manufacturing Journal?**

Gateway of Tally → Create → Voucher Type → Create → Manufacturing Journal

5. **What is the base voucher of Manufacturing Journal?**

Stock Journal

6. **How will you create a stock item with BoM for a manufacturing company?**

For finished and semi finished items we want to set BoM, so that while creating such stock items we want to enable the option 'set components list in stock items' from F12 configuration.

Cheque Register

1. **What is the purpose behind creating a Cheque Register?**

A cheque register helps to view and search for details of your cheque book. It is an effective cheque management system that allows the creation of multiple cheque books with unique ranges for every bank. It helps to track the cheque status and keep track of post-dated cheques.

2. **How can you maintain a cheque register for your bank account?**

By enabling the option 'Alter cheque books' from banking configuration in the bank ledger we can create a cheque register. From there we can also provide the cheque range for the cheque book.



Multi-currency

1. What do you mean by Rate of Exchange?

An exchange rate is the relative price of one currency expressed in terms of another currency

2. How do you manage unadjusted Forex gain or loss in Tally?

The unadjusted Forex gain or loss balance in Tally will arise due to exchange rate fluctuations. To account for this, you can create a ledger called "Forex Loss" under indirect expenses or "Forex Gain" under indirect income. This will allow you to transfer the amount from the balance sheet to the profit and loss account by using a voucher class.

3. How to create multiple currencies in Tally Prime?

Gateway of tally → Create → currency → Create new

4. How will you set std. rate for your currency?

Gateway of tally → Create → Rate of exchange

5. Short key for Dollar symbol

Shift + 4

6. Short key for Indian currency

Ctrl + 4

Control user access & Tally Vault

1. What are the default security users in tally prime?

- Owner level
- Data Entry Operator Level

2. What are the types of security features that are available in Tally Prime?

- Control User Access to Company Data
- Tally Vault

3. What is the Tally vault password?

Tally Vault is a feature in Tally Prime that will help businesses to maintain the confidentiality of information by encrypting data using Advanced Algorithms.

4. How to create a username and password for your company?

Click on Company (Alt+K) → Alter → press F12 configuration then enable User access control after that you can give a user name and a strong password to secure your company data.

Bank Reconciliation

1. What is Bank Reconciliation?

BRS, or Bank Reconciliation Statement, is a statement prepared to reconcile the difference between the balances shown in the bank column of the cash book and the passbook on a specific date.

2. How can bank reconciliation be done manually in Tally prime?

Gateway of Tally > Banking > Bank Reconciliation > and press **Enter**.

Alternatively, **Alt+G** (GO TO) type or select **Bank Reconciliation >** and press **Enter**.

Select the required bank account from the list of bank ledgers and press enter. The bank Reconciliation screen of the selected bank will appear. Then provide the accurate bank date from your bank statement/passbook.



Export and printing

1. If you need to export your company's balance sheet to an excel sheet, what will you do?

To export the balance sheet from the Gateway of Tally, you can press Ctrl+E (Export -> Current) and then click on Configure. From there, you can change the file format to Excel. Once you have made the necessary changes, you can click on the "Send" option to export the file into an Excel sheet.

2. How will you print a sales invoice?

After creating the sales invoice select Alt+P → current

3. How will you export data from tally prime in pdf format?

Select the data required press Alt +E → Current → configure →select file format to pdf → Ctrl + A → send



Job Costing

1. **What is Job Costing?**

Job Costing is a form of specific costing applied to jobs undertaken according to a customer requirement. Through this we can determine the revenue and expenditure associated with each job, hence the actual cost for each job.

2. **Where is job costing applied?**

Job costing can be applied in various industries, including manufacturing, construction, service, and repair industries, where products or services are produced based on the specific requirements of a customer.

3. **How will you treat an inter-godown transfer?**

We can define a class as Transfer by altering the voucher type stock Journal. Provide class as transfer → Use class for inter godown transfer.

4. **How will you show the adjustment of consumption of raw material from a site?**

We can define a class as Consumption by altering the voucher type stock Journal. Provide class as consumption → Use class for job costing consumption.

Payroll

1. What is payroll?

The Payroll is a list of employees who are paid by the company. Payroll also refers to the total amount of money paid by the employer to the employee. The payroll feature also provides management-related information, statutory forms, and reports in the prescribed formats such as:

- Pay Slip, Payroll Statements, Attendance and Overtime Registers.
- Gratuity, Provident Fund (PF), Employee State Insurance (ESI), National Pension Scheme (NPS).
- Professional Tax (PT) and Income Tax (IT).
- Expat Reports.

2. How will you enable Payroll in Tally prime?

F11 → “set maintain payroll” and “enable payroll statutory” to Yes

3. What is pay head?

A pay head refers to the salary components that make up an employee's pay structure, which can be either fixed or variable for each payroll period. Pay heads are categorized as earnings, deductions, or reimbursements.

Gateway of tally → Payhead

4. Why are attendance Vouchers used in Tally?

Attendance vouchers can be used to enter attendance, overtime, leave or production details. It is the voucher that stores data on all employees. We can enter a separate voucher for every day or a single voucher for a given pay period with aggregate values.

5. How will you provide employee details in Tally prime?

Enable “Maintain payroll” in F11 , then

Create → Employee

enter the details of employees such as Name, Employee group, Date of joining, employee general information, Statutory details etc.

6. What is a Pay Slip?

A Pay Slip is a document issued to an employee that lists each component of

- Earnings
- Deductions
- Net amount paid, to an employee for a given pay period.
- It also displays the tax regime of the employee that gives indication of the tax slab used for income tax calculation.
- It provides details on how the net amount has been arrived at.

7. How will you record attendance to employees in Tally Prime?

Go To Gateway of Tally → Vouchers → F10 other vouchers → select Attendance voucher

In the attendance voucher provide employee name and the no. of days presented as the value.



MIS Report

1. What is a cash/Bank book?

The Cash Book is a record of the receipts and payments of cash. The Bank Book is a record of all the receipts and payments made through the bank. The Cash/Bank Book in Tally Prime is a two-in-one report where you can see both the cash and the bank transactions on the same screen, but in separate sections.

Gateway of Tally > Display More Reports > Account Books > Cash/Bank Book(s).

2. What is Purchase Register and Sales Register?

Purchase Register provides a comprehensive view of the month-wise purchases made in a business. This report helps to view data for different periods and represent purchase details in different ways, based on the business needs.

Press **Alt + G (Go To)** > type or select **Purchase Register**.

Alternatively, Gateway of Tally > Display More Reports > Account Books > Purchase Register.

The Sales Register provides a comprehensive view of the month-wise sales completed in your business. This report helps to present data for different periods and represents sales details in various ways based on your business needs.

Press **Alt + G (Go To)** > type or select **Sales Register**.

Alternatively, Gateway of Tally > Display More Reports > Account Books > Sales Register.

3. **What are Outstanding Receivables and Outstanding Payables?**

The Outstanding Receivable report displays the pending amount, due date, and overdue days for all accounts maintained using the bill-wise option for the parties.

Gateway of Tally › Display More Reports › Statement of Accounts › Outstanding › Receivables.

Alternatively, Alt + G (Go To) › type Bills Outstanding or Bills Receivable.

All pending payments to your parties are outstanding payables. Managing your Outstanding Payables Reports will help you know the timing of various expenses, avoid overlooking payments to creditors, and manage cash flow effectively.

Gateway of Tally › Display More Reports › Statement of Accounts › Outstanding › Payables

Alternatively, **Alt + G (Go To) › type Bills Payables Reports**

4. **What is a cash flow statement?**

Cash flow is the inflow and outflow of cash during an accounting period. The Cash Flow statement summarizes the transactions that have a direct impact on cash. It records the inflow and outflow of cash during a particular period, allowing you to track any changes in the position of cash.

Gateway of Tally › Display More Reports › Cash Flow

5. **What is a fund flow statement?**

The Funds Flow statement tracks the movement of funds during an accounting period. It is represented in terms of the sources of funds and the application of funds. The difference between the sources and application of funds shows the net change in working capital during the period. The Funds Flow statement displays transactions that affect the net working capital of the company.

Gateway of Tally › Display More Reports › Funds Flow.

6. What is Ratio Analysis?

Ratio Analysis is used to mathematically compare various accounts or categories in your books, such as working capital, bank balances, and so on. Through ratio analysis, the analysis of a financial statement is made possible by the use of financial ratios. This comparison will help you look at the financial position of your business from different perspectives. There are several financial ratios that help with various analyses, such as the Current Ratio, Debt/Equity Ratio, Gross Profit %, Quick Ratio, and so on.

Gateway of Tally > Ratio Analysis.

7. What is a Stock Summary?

The Stock Summary is a statement of the real-time stock-in-hand on a particular day. It is one of the primary inventory statements that gets updated in real-time as and when you record transactions. The Stock Summary provides information on stock items such as quantity, rate, and the opening and closing value of the stock items. Using the Stock Summary report, you can view the profit made from sales of various stock items individually or group-wise.

Gateway of Tally > Stock Summary.

Alternatively, **Alt + G** (Go To) > type or select **Stock Summary** and press **Enter**.

8. What is a stock Ageing Analysis?

Stock Ageing Analysis in Tally Prime displays the age of the stock-in-hand. This report lists the age-wise break-up of inventory to demarcate old stock. The Ageing Analysis lists out items batch-wise that have already expired or may expire in the near future. This information will help you keep track of the age of stock (quick-moving, obsolete, depreciable, etc.).

Gateway of Tally > Display More Reports > Statement of Inventory > Ageing Analysis.

Alternatively, press Alt + G (Go To) > type or select Ageing Analysis > and press Enter

9. What is Movement Analysis?

The Movement Analysis shows the analysis of only those inventory transactions that are integrated with the accounts, i.e., inventories that are also recorded in the books of accounts. The Movement Analysis report is used for comparative studies. It also helps in finding out the slow-moving items that cause blockages in the flow of the working capital of the organization.

Gateway of Tally > Display More Reports > Statement of Inventory > Movement Analysis > Stock Group Analysis > select a Stock Group.



Branch Accounting

1. **What is Branch Accounting?**

Branch Accounting is a bookkeeping system in which separate accounts are kept for each branch or operating location of an organization.

2. **How can you manage the Head office and its branch's accounts in Tally prime?**

Branch accounting can be done using Cost centre or cost centre class.

3. **What is a Cost Centre Class?**

The Cost Centre Class is used to predefine the allocation of income and expenses to each cost centre that can be applied during voucher entry.

4. **How will you treat an expense allocation like salary for the month for the head office and its different branches?**

For that enable the option cost centre in F11 then,
F11 → More details → create cost centre class.

After defining the cost centre class as head office and branches we can create a payment voucher for salary payment. Select the class as head office or branch's name and enter the amount by allocating the expense to corresponding class.

5. **What will you do if the created cost centre class is not available at the top of the voucher?**

From the voucher creation screen, F12 → select cost centre/class -Yes
Show list of cost centres - Yes

Tally short cut keys

Actions	Key
To open Company Features screen	F11
To move to the first/last menu in a section	Ctrl+Up/Down
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right
To move from any line to the first line in a list	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home
To move from any line to the last line in a list	End & PgDn
To move from any point in a field to the end of the text in that field	End
To rewrite data	Ctrl+Alt+R
To quit the application	Alt + F4
To accept or save a screen	Ctrl+A
To expand or collapse a group in a table	Alt + Enter
To move to the last field or last line	Ctrl+End
To open or hide calculator panel	Ctrl+N
To insert a voucher in a report	Alt + I
To create an entry in the report, by duplicating a voucher	Alt+2
To delete an entry from a report	Alt + D
To add a voucher in a report	Alt + A
To cancel a voucher from a report	Alt + X
To remove an entry from a report	Ctrl+R
To hide or show the details in a table	Alt + T

Actions	Key
To open Contra voucher	F4
To open Payment voucher	F5
To open Receipt voucher	F6
To open Journal voucher	F7
To open Stock Journal voucher	Alt + F7
To open Physical Stock	Ctrl+F7
To open Sales voucher	F8
To open Delivery Note	Alt + F8
To open Sales Order	Ctrl+F8
To open Purchase voucher	F9
To open Receipt Note	Alt + F9
To open Purchase Order	Ctrl+F9
To open Credit Note	Alt + F6 [®]
To open Debit Note	Alt + F5
To open Payroll voucher	Ctrl+F4
To open Rejection In voucher	Ctrl+F6
To open Rejection Out voucher	Ctrl+F5
To view list of all vouchers	F10
To print the current voucher or report	Ctrl+P
To mark a voucher as Post-Dated	Ctrl+T
To open a manufacturing journal from the Quantity field of a journal voucher	Alt+V
To autofill details	Ctrl+F



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