

Training program Accounting

FMTSC TEAM

- CA Karunesh Mittal (Team Leader)
- CA Vishal Sharma (Co-team Leader)
- CA Santosh Kumar (Co-Team Leader)
- Mr. Ajit Kumar (Team Member)
- Mr. Naushad Anjoom (Team Member)





BIHAR RURAL LIVELIHOOD PROMOTION SOCIETY

WELCOME ALL GUESTS

Presentation on Accounting at Block/District/VO Level

-Discussion on Entries in Accounting
Books (Tally)

-Returns/Information to be sent to
SPMU

Tax Deduction At Source

- Deduct tax
 - taxi hiring – 2.06% or 10.30% or 11.33%
 - monthly contract for photocopy – 2.06%
 - Generator Usage Contracts - 10.30% or 11.33%
 - Computer Hiring Charges – 10.30% or 11.33%
- Contract for taxi hiring should be in specific format prescribed by the SPMU.
- Consult TDS Chart for the rate for different services and payment limits for deduction of TDS.

Creating A Company

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006

TallyGold - Multi-User

<http://www.tallysolutions.com>

SI. No. : BM@-2007

P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Company Creation

Ctrl + M

Directory : d:\Tally 9\Data
Name : Bpiu
Mailing Name : Bpiu
Address : Khagaria
Bihar

Statutory compliance for : India
State : Bihar
PIN Code :
Telephone No. : 234512
E-Mail : khagaria@brlp.in
Currency Symbol : Rs.
Maintain : Accounts with Inventory
Financial Year from : 1-4-2008
Books beginning from : 1-4-2008

TallyVault Password (if any) :
(WARNING: forgetting your TallyVault password will render your data unusable!!)
Use Security Control : No

Base Currency Information

Base Currency Symbol : Rs.
Formal Name : Indian Rupees
Number of Decimal Places : 2
Is Symbol SUFFIXED to Amounts ? No
Symbol for Decimal Portion : paise

Show Amounts in Millions ? No
Put a SPACE between Amount and Symbol ? Yes
Decimal Places for Printing Amounts in Words : 2

Calculator

ODBC Server

Ctrl + N

1 >

Company Info. --> Company Creation

9 - Release 1 (English)

Wed, 4 Feb, 2009

09:56:53

Creating A Ledger Account

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006 **Tally** TallyGold - Multi-User

<http://www.tallysolutions.com> SI. No. : BM@~2007

P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Ledger Creation Bpiu Ctrl + M

Name : SPMU Account **Total Op. Bal.**
 (alias) :

Under : Branch / Divisions

Inventory values are affected ? No

Mailing Details
 Name : SPMU Account
 Address : Bailey Road
 Patna
 State : Bihar
 PIN Code : 1

Tax Information
 PAN / IT No. :
 Sales Tax No. :

Opening Balance (on 1-Apr-2008) : 100000.

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:00:12

F3: Company
 F3: New Cmp
 G: Groups
 L: Ledgers
 V: Vch Types
 F11: Features
 F12: Configure

Receipt of money from SPMU

Tally 9 (c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User
<http://www.tallysolutions.com> SI. No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Accounting Voucher Creation Bpiu Ctrl + M X
Receipt No. 1 31-Dec-2008 Wednesday
 Account : Sbi Cur Bal : 4,000.00 Cr
Particulars Amount
 SPMU Account 4,000.00
 Cur Bal : 1,04,000.00 Cr
 Narration: _____ 4,000.00
 Ch. No. : Being fund received from spmu_

Calculator ODBC Server Ctrl + N
 1 >

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:16:25

- F1: Accounts Butt
- F1: Inventory Butt
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit No
- F9: Purchase
- F9: Debit Not
- F10: Rev Jrnl
- F10: Memos
- I: Post-Dated
- L: Optional
- F11: Features
- F12: Configur

Payment of expenses other than salary

Tally 9 (c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User
<http://www.tallysolutions.com> SL. No. : BM@~2007

P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Accounting Voucher Creation Bpiu Ctrl + M

Payment No. 1 31-Dec-2008 Wednesday

Account : Sbi
 Cur Bal : 9,000.00 Dr

Particulars	Amount
EXPENSES Cur Bal : 5,000.00 Dr	5,000.00
5,000.00	

Narration:
 BEING PAYMENT OF EXPENSES MADE

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:20:13

- F1: Accounts Buttons
- F1: Inventory Buttons
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Rev Jrnal
- F10: Memos
- I: Post-Dated
- L: Optional
- F11: Features
- F12: Configure

Payment of expenses other than salary

Tally 9 (c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User
 http://www.tallysolutions.com SL. No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
 Accounting Voucher Creation Bpiu Ctrl + M X
 Payment No. 2 31-Dec-2008 Wednesday

Particulars	Debit	Credit
By EXPENSES <i>Cur Bal: 6,000.00 Dr</i>	1,000.00	
To Vat <i>Cur Bal: 100.00 Cr</i>		100.00
To Tds <i>Cur Bal: 200.00 Cr</i>		200.00
To Sbi <i>Cur Bal: 1,700.00 Cr</i>		700.00
	1,000.00	1,000.00

Narration:
being payment made for the expenses after deducting tds and tds

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:24:05

Entry for transfer of EPF and TDS

Tally 9
 (c) Tally Solutions FZ-LLC, 1988-2006
 http://www.tallysolutions.com
 TallyGold - Multi-User
 SL No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
 Accounting Voucher Creation Bpiu Ctrl + M X
 Journal No. 1 31-Dec-2008 Wednesday

Particulars	Debit	Credit
By EPF <i>Cur Bal : 200.00 Dr</i>	1,000.00	
By Tds <i>Cur Bal : 600.00 Dr</i>	1,000.00	
To SPMU Account <i>Cur Bal : 1,06,000.00 Cr</i>		2,000.00
	2,000.00	2,000.00

Narration:
 Being payment of epf and tds deemed to be made by spmu

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:35:08

Fund transferred to Another BPIU

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006

http://www.tallysolutions.com

TallyGold - Multi-User

SI. No. : BM@~2007

P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Accounting Voucher Alteration (Secondary) Bpiu Ctrl + M

Payment No. 4 31-Dec-2008 Wednesday

Particulars	Debit	Credit
By SPMU Account Cur Bal: 1,01,000.00 Cr	5,000.00	
To Sbi Cur Bal: 12,200.00 Cr		5,000.00
	5,000.00	5,000.00

Narration:
Being fund transferred to BPIU,(BLOCK)

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) 9 - Release 1 (English) Wed, 4 Feb, 2009 10:37:54

Advance Given by SPMU

Tally 9 (c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User
<http://www.tallysolutions.com> SL. No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Accounting Voucher Creation Bpiu Ctrl + M X
Journal No. 2 31-Dec-2008 Wednesday

Particulars	Debit	Credit
By Advances Cur Bal : 5,000.00 Dr	6,000.00	
To SPMU Account Cur Bal : 1,07,000.00 Cr		6,000.00
	6,000.00	6,000.00

Narration:
Being advance given by spmu_

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:44:15

Adjustment of advance

Tally 9 (c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User
 http://www.tallysolutions.com SL. No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Accounting Voucher Creation Bpiu Ctrl + M X
Journal No. 3 31-Dec-2008 Wednesday

Particulars	Debit	Credit
By EXPENSES Cur Bal: 10,000.00 Dr	4,000.00	
To Advances Cur Bal: 1,000.00 Dr		4,000.00
	4,000.00	4,000.00

Narration:
Being advance adjusted after submission of bill

Accept ?
Yes or No

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:46:27

Fund received from other block

Tally 9
 (c) Tally Solutions FZ-LLC, 1988-2006
 http://www.tallysolutions.com
 TallyGold - Multi-User
 SL No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
 Accounting Voucher Creation Bpiu Ctrl + M X
 Receipt No. 2 31-Dec-2008 Wednesday

Particulars	Debit	Credit
To SPMU Account Cur Bal: 1,11,000.00 Cr		4,000.00
By Sbi Cur Bal: 11,200.00 Cr	4,000.00	
	4,000.00	4,000.00

Narration:
 For receiving of fund from other block

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 10:54:19

Adjustment of Advance if no entry passed at the time of payment

Tally 9
 (c) Tally Solutions FZ-LLC, 1988-2006
<http://www.tallysolutions.com>
 TallyGold - Multi-User
 SL No. : BM@~2007
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
 Accounting Voucher Creation Bpiu Ctrl + M X
 Journal No. 4 31-Dec-2008 Wednesday

Particulars	Debit	Credit
By Advances Cur Bal : 7,000.00 Dr	6,000.00	
To SPMU Account Cur Bal : 1,17,000.00 Cr		6,000.00
	<u>6,000.00</u>	<u>6,000.00</u>

Narration:
 being adjustment of advance from salary if entry has not been passed at the time of advance payment by head office and deduction from salary has been made_

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1 (English) Wed, 4 Feb, 2009 11:00:50

Papers to be submitted monthly

- SOE
- BANK RECONCILIATION
- SPMU RECONCILIATION
- PHOTOCOPY OF LAST PAGE CASH BOOK
- SOFT COPY OF TALLY DATA BY MAIL
- BUDJET VARRIANCE ANALYSIS
- MONTHLY IFR

Papers to be submitted quarterly

- IFR
- BANK RECONCILIATION
- SPMU RECONCILIATION
- PHOTOCOPY OF LAST PAGE CASH BOOK
- SOFT COPY OF TALLY DATA BY MAIL
- OPENING AND CLOSING BALANCE SHEET
- INCOME & EXPENDITURE AC FOR THE QUARTER
- BANK BOOK IN TALLY FOR THE QUARTER
- BANK STATEMENT FOR THE QUARTER
- LEDGER OF SPMU AND BLOCK
- DAY BOOK SOFT COPY

Do You have any problem

- Contact us:

fmtsc@brlp.in

FMTSC Team

Bihar Rural Livelihood Promotion society

vidhut bhawan

annexe II

second floor

● THANK YOU