

Reporting in TallyPrime

Accounting reports and financial reports in TallyPrime are an overview of the financial results, financial position, and cash flows of a business. In order to assess a business's performance and financial position, all its transactions have to be summarised and analysed over a period of time. This is where accounting reports enter the picture. They help you organise and present raw financial data, and turn it into useful information.

What is the easiest way to do this? With TallyPrime, of course. You can generate accounting reports in TallyPrime. These include Balance Sheet, Profit and Loss A/c, Receivables and Payables, Cash Flow statement, and so on. With these reports under your belt, you will have an in-depth view of how your business is doing, who your best customers are, the state of your cash flow, eligibility for business financing or loans, and so on.

Balance Sheet is a real-time snapshot of your company's financial position at any point in time. It provides a clear picture of your assets, liabilities, and equity, and also shows the resources that your company owns and owes, along with the sources of financing for those resources.

For more details, refer to our article on [Balance Sheet](#) in TallyPrime.

Profit & Loss (P&L) A/c is an overview of your total revenue and total expenses incurred over a period of time. You can use this information to determine the total profit or loss to your company over the accounting period. The P&L statement is a good indicator of a company's ability to generate sales, manage expenses, and create profits.

For more details, refer to our article on [P&L statement](#) in TallyPrime.

Cash Flow statement summarizes the flow of cash into and out of your business over a period of time. It also indicates which areas of your business are generating and using the most cash, and which areas could benefit from a boost of cash. The cash flow statement is also used to estimate future cash flow which will be helpful with budgeting and decision making.

For more details, refer to our article on [Cash Flow](#) in TallyPrime.

Funds Flow statement shows the inflow and outflow of funds (or sources and applications) for a particular period. Analysis of the Funds Flow statement will help you find out whether the working capital has been used effectively or not, and whether the level of working capital is adequate for the requirements of the business.

For more details, refer to our article on [Fund Flow](#) in TallyPrime.

Receivables: When you make some purchases or obtain services from your vendors, you need to keep track of all the payments that you have to make within the due dates. All such pending payments to your parties are outstanding payables. The Outstanding Payables report in TallyPrime gives you an overview of what your business owes for supplies, inventory, and services.

For more details, refer to our article on [Receivables](#) in TallyPrime.

Payables: When you do sales on credit, you would certainly need to keep track of the due amounts that your parties owe you. All such dues from your parties will be your outstanding receivables. Managing the outstanding receivables can be critical to your business because it not only helps to understand how much your parties owe you, but also helps you to recover the dues on time and use it for your business, as needed.

For more details, refer to our article on [Payables](#) in TallyPrime.



Trial Balance shows the total of the debit and credit balances recorded in various ledger accounts. It will help you ensure that the entries in your company's books are mathematically correct at the end of every reporting period. The Trial Balance ensures that for every debit entry, there is a corresponding credit entry in the books. Thus, the sum of all debits has to be equal to the sum of all credits.

This is in accordance with the double entry accounting principle, which says that for every debit, there has to be an equal credit.

For more details, refer to our article on [Trial Balance](#) in TallyPrime.

Day Book is a book of original entry in which daily logs of transactions are recorded as they occur. All kinds of transactions – financial vouchers, reversing and memorandum vouchers, as well as inventory vouchers – will find a place in Day Book.

For more details, refer to our article on [Day Book](#) in TallyPrime.

Accounting registers bring together the transactions of a particular type, so that you can easily view (or print) the required details. For example, in a Sales Register, you can see the summary of your sales transactions for a particular period. Similarly, you can make use of a number of accounting registers depending on your needs, such as Purchase Register, Journal Register (Credit/Debit Note Register), Payment Register, and so on.

For more details, refer to our article on [Sales Registers](#) in TallyPrime.

Ratio Analysis is used to mathematically compare various accounts or categories in your books, such as Working Capital, Bank Balances, amount due from Sundry Debtors/Creditors, Nett Profit, and so on. This comparison will help you look at the financial position of your business from different lenses, and assess the areas that are doing well and the areas that need improvement.

There are a number of financial ratios that help in this analysis, such as Current Ratio, Debt/Equity Ratio, Gross Profit %, Quick Ratio, and so on.

For more details, refer to our article on [Ratio Analysis](#) in TallyPrime.

Cash Book records all the transactions that affect cash, that is, all the receipts and payments of cash.

For more details, refer to our article on [Cash Book](#) in TallyPrime.

Bank Book records all the receipts and payments that are made through the bank.

For more details, refer to our article on [Bank Book](#) in TallyPrime.

Statistics displays the Masters that have been created in TallyPrime, and the number of vouchers types that have been used. You can view the transactions by drilling down from this report.

Balance Sheet in TallyPrime

Balance Sheet is one of the primary financial statements that you can use to monitor the health of your business. It is a picture of your company's financial position – what you own (assets) and what you owe (liabilities) – at a given point in time.

The Balance Sheet in TallyPrime provides you with a neat snapshot of your business. You can also expand the report for a comprehensive view of your assets (such as cash in the bank, inventory, vehicles, equipment, buildings, and accounts receivable) and liabilities (such as taxes, loans, mortgages, and accounts payable). The



difference between what you own and what you owe determines the Net Worth (or Owner's Equity) of your business.

The Balance Sheet will help you understand the performance of your business. You can also measure the growth of your business by comparing the Balance Sheet of different years. Thus, you will be able take timely decisions for your company. For example, you can easily plan future projects and also meet any unexpected expenses.

The Balance Sheet also proves essential when your business is applying for a loan or investment. Thereby, external entities, such as investors, creditors, and banks, study the Balance Sheet to understand the financial health of a business.

What's more, you can also view the TallyPrime Balance Sheet in your browser!

View Balance Sheet

The Balance Sheet in TallyPrime will help you monitor the health of your business and also take timely decisions for its growth and betterment.

1. **Gateway of Tally > Balance Sheet.** You can see the **Liabilities** for your company on the left and the **Assets** on the right. Alternatively, **Alt+G (Go To) > type or select Balance Sheet > press Enter.**

National Enterprises		National Enterprises	
as at 1-Sep-2020		as at 1-Sep-2020	
Liabilities		Assets	
Capital Account	5,95,00,000.00	Fixed Assets	5,70,50,000.00
Loans (Liability)	58,69,318.00	Investments	50,000.00
Current Liabilities	1,90,672.58	Current Assets	42,44,207.21
Difference in opening balances	8,75,000.00	Profit & Loss A/c	50,90,783.37
		Opening Balance	
		Current Period	50,90,783.37
Total	6,64,34,990.58	Total	6,64,34,990.58

2. Press **Alt+F5 (Detailed)** for a comprehensive view of the **Balance Sheet**. You can see the details of your assets (such as cash in the bank, inventory, vehicles, equipment, buildings, and accounts receivable) and liabilities (such as taxes, loans, mortgages, and accounts payable).

National Enterprises		National Enterprises	
as at 1-Sep-2020		as at 1-Sep-2020	
Liabilities		Assets	
Capital Account	5,95,00,000.00	Fixed Assets	5,70,50,000.00
Drawings of Owner	(-)5,18,000.00	Computer	50,000.00
Owner's Capital	6,00,18,000.00	Furniture	5,00,000.00
Loans (Liability)	58,69,318.00	Land and Building	5,52,00,000.00
Bank OD A/c	75,000.00	Maruthi Van	13,00,000.00
Secured Loans	60,000.00	Investments	50,000.00
Bank Loans	57,34,318.00	Commodities	50,000.00
Current Liabilities	1,90,672.58	Current Assets	42,44,207.21
Duties & Taxes	2,17,644.18	Closing Stock	19,51,195.69
Provisions	60,000.00	Deposits (Asset)	12,000.00
Sundry Creditors	(-)86,971.60	Loans & Advances (Asset)	1,25,000.00
Difference in opening balances	8,75,000.00	Sundry Debtors	6,88,460.39
		Cash-in-Hand	2,25,000.00
		Bank Accounts	9,92,551.13
		CGST ITC	50,000.00
		IGST ITC	1,50,000.00
		SGST ITC	50,000.00
		Profit & Loss A/c	50,90,783.37
		Opening Balance	
		Current Period	50,90,783.37
Total	6,64,34,990.58	Total	6,64,34,990.58

If you have a group company in TallyPrime, you can use the Balance Sheet to view the consolidated financial data and measure the overall performance of your business. Refer to the article Group Company in TallyPrime for more details.

Sources and Application of Funds | Vertical Balance Sheet

The vertical Balance Sheet is a new format of the Balance Sheet, wherein you can view the **Liabilities** (under **Sources of Funds**) on the top and the **Assets** (under **Application of Funds**) on the bottom. All the details will be captured in a single column. Using the vertical Balance Sheet, you can easily compare the information on the Balance Sheet for a single period. For example, you can compare the current assets to the current liabilities to estimate the liquidity of the business as on a given date.

The Liabilities in the Balance Sheet correspond to the Sources of Funds and the Assets correspond to the Application of Funds. Thus, the vertical Balance Sheet will also help you understand how your company has sourced its funds and how it has utilised them.

1.

Balance Sheet		National Enterprises		National Enterprises as at 31-Mar-2021	
Assets :					
Fixed Assets					5,70,50,000.00
Investments					50,000.00
Current Assets					40,22,276.14
Difference in opening balances					(-8,75,000.00)
Total					6,02,47,276.14
Liabilities :					
Capital Account					5,95,00,000.00
Loans (Liability)					58,69,318.00
Current Liabilities					2,91,526.31
Profit & Loss A/c					(-54,13,568.17)
Opening Balance					
Current Period					(-54,13,568.17)
Total					6,02,47,276.14

You can view the **Liabilities** (under Sources of Funds) on the top and the **Assets** (under Application of Funds) on the bottom. If you want to see the **Assets** on the top and the **Liabilities** on the bottom, then press **F12** (Configure) > **Method of Showing Balance Sheet** > **Source/Application**.

2. Press **Alt+F5** (Detailed) for a comprehensive view of the vertical Balance Sheet. You can see the details of your assets (such as cash in the bank, inventory, vehicles, equipment, buildings, and accounts receivable) and liabilities (such as taxes, loans, mortgages, and accounts payable).

Balance Sheet		National Enterprises	
		National Enterprises as at 31-Mar-2021	
Assets :			
Fixed Assets			5,70,50,000.00
Computer	50,000.00		
Furniture	5,00,000.00		
Land and Building	5,52,00,000.00		
Maruthi Van	13,00,000.00		
Investments			50,000.00
Commodities	50,000.00		
Current Assets			40,22,276.14
Closing Stock	(-)5,73,629.56		
Deposits (Asset)	12,000.00		
Loans & Advances (Asset)	1,25,000.00		
Sundry Debtors	3,87,210.00		
Cash-in-Hand	3,00,000.00		
Bank Accounts	35,21,695.70		
CGST ITC	50,000.00		
IGST ITC	1,50,000.00		
SGST ITC	50,000.00		
Difference in opening balances			(-)8,75,000.00
Total			6,02,47,276.14
Liabilities :			
Capital Account			5,95,00,000.00
Drawings of Owner	(-)5,18,000.00		
Owner's Capital	6,00,18,000.00		
Loans (Liability)			58,69,318.00
Bank OD A/c	75,000.00		
Secured Loans	60,000.00		
Bank Loans	57,34,318.00		
Current Liabilities			2,91,526.31

You can use this information to assess if funds are flowing smoothly to the appropriate areas of your business, or if you need to change the way in which your company receives funding.

Set Closing Stock

In TallyPrime, the **Closing Stock** displayed in the Balance Sheet is based on the **Costing Method** defined for each stock item. According to the general principle of accounting, the stock will be valued at the purchase cost or at the market price, whichever is lower.

In TallyPrime, you can manually set the value of the Closing Stock. Consider that the market value of the stock on 31-12-2019 is Rs 25,000. To set this amount as the **Closing Stock**:

- Press **F11** (Features) > set **Integrate Accounts and Inventory** to **No**.
- Create a ledger stock item under **Stock-in-Hand**.
- Set the **Opening Balance** as Rs 25,000, and accept.

Now when you go back to the **Balance Sheet**, you can see that the **Closing Stock** is set at Rs 25,000.

National Enterprises			
National Enterprises as at 1-Sep-2020		National Enterprises as at 1-Sep-2020	
Liabilities		Assets	
Capital Account	5,95,00,000.00	Investments	50,000.00
Drawings of Owner	(-)5,18,000.00	Commodities	50,000.00
Owner's Capital	6,00,18,000.00	Fixed Assets	5,70,50,000.00
Loans (Liability)	58,69,318.00	Computer	50,000.00
Bank OD A/c	75,000.00	Furniture	5,00,000.00
Secured Loans	60,000.00	Land and Building	5,52,00,000.00
Bank Loans	57,34,318.00	Maruthi Van	13,00,000.00
Current Liabilities	3,25,012.58	Current Assets	22,50,524.52
Duties & Taxes	2,17,644.18	Closing Stock	25,000.00
Provisions	60,000.00	Deposits (Asset)	12,000.00
Sundry Creditors	47,368.40	Loans & Advances (Asset)	1,25,000.00
		Sundry Debtors	6,20,973.39
		Cash-in-Hand	2,25,000.00
		Bank Accounts	9,92,551.13
		CGST ITC	50,000.00
		IGST ITC	1,50,000.00
		SGST ITC	50,000.00
		Profit & Loss A/c	47,81,323.06
		Opening Balance	
		Current Period	47,81,323.06
		Difference in opening balances	15,62,483.00
Total	6,56,94,330.58	Total	6,56,94,330.58

When the balances are carried forward to the next year, the opening value of the stock will be Rs 25,000.

Compare Information

You can use the **Balance Sheet** as a powerful medium for comparison. You can compare financial information across companies, time periods, valuation methods, and so on. By comparing time periods, you can easily measure the growth rate, pattern of expenses, and so on. You can choose different time periods such as daily, weekly, monthly, quarterly, and so on.

Similarly, if you want to view the Balance Sheet for two or more valuation methods, such as FIFO, LIFO, Average Cost, Average Price, and so on, then you can easily view them in separate columns in the same Balance Sheet.

1. **Balance Sheet** > **Alt+N** (Auto Column).

Auto Repeat Columns		Column Details
Auto Column	:	4 Week Month
		Daily
		Fortnightly
		Half Yearly
		Monthly
		Quarterly
		Stock Valuation Methods
		Weekly
		Yearly

2. Select **Stock Valuation Methods** in the **Auto Column** field.

National Enterprises				
	National Enterprises Default as at 31-Mar-2021	National Enterprises FIFO as at 31-Mar-2021	National Enterprises LIFO Perpetual as at 31-Mar-2021	National Enterprises LIFO Annual as at 31-Mar-2021
Liabilities :				
Capital Account	5,95,00,000.00	5,95,00,000.00	5,95,00,000.00	5,95,00,000.00
Loans (Liability)	58,69,318.00	58,69,318.00	58,69,318.00	58,69,318.00
Current Liabilities	2,91,526.31	2,91,526.31	2,91,526.31	2,91,526.31
Profit & Loss A/c	(-)54,13,568.17	(-)54,11,191.38	(-)54,09,750.55	(-)54,09,750.55
Opening Balance				
Current Period	(-)54,13,568.17	(-)54,11,191.38	(-)54,09,750.55	(-)54,09,750.55
Total	6,02,47,276.14	6,02,49,652.93	6,02,51,093.76	6,02,51,093.76
Assets :				
Fixed Assets	5,70,50,000.00	5,70,50,000.00	5,70,50,000.00	5,70,50,000.00
Investments	50,000.00	50,000.00	50,000.00	50,000.00
Current Assets	40,22,276.14	40,24,652.93	40,26,093.76	40,26,093.76
Difference in opening balances	(-)8,75,000.00	(-)8,75,000.00	(-)8,75,000.00	(-)8,75,000.00
Total	6,02,47,276.14	6,02,49,652.93	6,02,51,093.76	6,02,51,093.76

Now you can view the information in the Balance Sheet according to the methods of stock evaluation, and compare the components that interest you. Press the right arrow key to view all the valuation methods.

Change the Order of Groups

You can change the order of the group heads in the Balance Sheet as per your requirements. For example, you may want to place the **Investments** group above **Fixed Assets** in the Balance Sheet.

1. In the **Balance Sheet**, select the required group, which is **Investments** in this case.

National Enterprises			
Liabilities	National Enterprises as at 31-Mar-2021	Assets	National Enterprises as at 31-Mar-2021
Capital Account	5,95,00,000.00	Fixed Assets	5,70,50,000.00
Loans (Liability)	58,69,318.00	Investments	50,000.00
Current Liabilities	2,91,526.31	Current Assets	40,22,276.14
Difference in opening balances	8,75,000.00	Profit & Loss A/c	54,13,568.17
		Opening Balance	
		Current Period	54,13,568.17

2. Press **Ctrl+Enter** to open the **Group Alteration** screen.

Group Alteration (Secondary)	
Name	: Investments
(alias)	: <input type="text"/>
Under	: ♦ Primary
Nature of Group	: Assets
Group behaves like a sub-ledger	: No
Nett Debit/Credit Balances for Reporting	: No
Used for calculation (for example: taxes, discounts) (for sales invoice entries)	: No
Method to allocate when used in purchase invoice	: ♦ Not Applicable



- Press **Ctrl+I** (More Details) > **Show More** > **Position Index in Reports**. You can see that the position index of the **Investments** group is 50.

National Enterprises	
More Details	
Under	: ♦ Primary
Add	: <input type="text"/>
List of Group Details	
	Show Less Show Inactive
General Details	
Name and Alias	Investments
Language Alias	
Group behaves like a Sub-ledger	No
Nett Credit/Debit Balances for Reporting	No
Use for calculation	No
Method of allocation in Purchase Invoice	♦ Not Applicable
Nature of Group	Assets
Position Index in Reports	50
Statutory Details	
GST Details	
GST Details (History)	

Similarly, note the Position Index for the **Fixed Assets** group. You can see that the position index of the **Investments** group is 40.

National Enterprises

More Details

Under : ♦ Primary

Add :

List of Group Details

Show Less

Show Inactive

General Details

Name and Alias	Fixed Assets
Language Alias	
Group behaves like a Sub-ledger	No
Nett Credit/Debit Balances for Reporting	No
Use for calculation	No
Method of allocation in Purchase Invoice	♦ Not Applicable
Nature of Group	Assets
Position Index in Reports	40

Statutory Details

GST Details

GST Details (History)

- Increase the **Position Index** for the **Fixed Assets** group, and decrease the position index of the **Investments** group. For example, you can enter the new **Position Index** for **Investments** as 40 and for **Fixed Assets** as 50. Enter the required **Position Index**.
- Save the details, and return to the **Balance Sheet**.

National Enterprises		National Enterprises	
as at 31-Mar-2021		as at 31-Mar-2021	
Liabilities		Assets	
Capital Account	5,95,00,000.00	Investments	50,000.00
Loans (Liability)	58,69,318.00	Fixed Assets	5,70,50,000.00
Current Liabilities	2,91,526.31	Current Assets	40,22,276.14
Difference in opening balances	8,75,000.00	Profit & Loss A/c	54,13,568.17
		Opening Balance	
		Current Period	54,13,568.17

Now you can see that the **Investments** group appears above **Fixed Assets** in the **Balance Sheet**.

View Profit and Loss Statement in TallyPrime

Profit and Loss A/c is one of the primary financial statements that you can use to monitor the health of your business. It summarises the revenues, costs, and expenses for a specific period, such as a quarter or a year. Thus, you can easily gather the net result of the business operations.

Using the **Profit and Loss A/c** in TallyPrime, you can measure the ability of your business to generate profit. Accordingly, you can take various measures to increase revenue, reduce costs, and so on. What's more, you can view the **Profit and Loss A/c** in the browser!

View Profit & Loss A/c

By default, the **Profit & Loss A/c** report will be generated as on the date of the last voucher entry. You can change the date to view the report for the required period.

1. Gateway of Tally > Profit & Loss A/c.

National Enterprises		National Enterprises	
Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020	Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020
Opening Stock	12,58,567.00	Sales Accounts	49,11,893.00
Purchase Accounts	52,62,798.00	Indirect Incomes	9,609.31
Indirect Expenses	3,24,009.58	Closing Stock	26,12,263.09
Nett Profit	6,88,390.82		
Total	75,33,765.40	Total	75,33,765.40

Alternatively, **Alt+G** (Go To) > type or select **Profit & Loss A/c** > press **Enter**.

2. Press **Alt+F5** (Detailed) for a detailed format of the report.

Profit & Loss A/c		National Enterprises	
Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020	Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020
Opening Stock	12,58,567.00	Sales Accounts	49,11,893.00
Havells	5,79,442.00	Sales	49,00,373.00
L&T	60,620.00	Sales Bills to Make	11,520.00
Polycab	1,23,280.00	Indirect Incomes	9,609.31
Schneider	1,11,400.00	Interest Received	6,309.31
Siemens	1,13,370.00	Loading Unloading	3,300.00
Syska	2,70,455.00	Closing Stock	26,12,263.09
Purchase Accounts	52,62,798.00	Havells	5,23,191.09
Purchase	52,39,728.00	L&T	(-)30,310.00
Purchase Bills to Come	23,070.00	Polycab	7,51,601.00
Indirect Expenses	3,24,009.58	Schneider	3,80,880.00
Admin EDLI Charges	2,745.16	Siemens	3,27,702.00
Basic Pay	1,49,032.26	Syska	6,59,199.00
Conveyance	17,900.00		
EPF Employers Contribution 3.67%	7,885.87		
EPS Employers Contribution 8.33%	9,998.00		
ESIC Employees Deduction 4%	3,036.00		
Forex Gain Loss A/c.	20,000.00		
Freight	(-)18,200.00		
HRA	45,612.90		
Medical Allowances	6,000.00		
Professional Fees	50,000.00		
Rent of Godown	30,000.00		
Rounding Off	(-)0.61		
Nett Profit	6,88,390.82		
Total	75,33,765.40	Total	75,33,765.40

The Profit & Loss A/c is generated from the date of opening of the books till the date of last entry.

- Press F2 (Period) to change the period as required.

Configure Profit & Loss A/c

You can view Profit & Loss A/c for profit and loss statement in a number of formats. Press F12 to explore and apply the required format.

- Vertical format:** By default, the Profit & Loss A/c appears in the horizontal format. If your business prefers the vertical format, then you can set the option Show Vertical Profit & Loss to Yes.

Profit & Loss A/c		National Enterprises	
Particulars		National Enterprises 1-Apr-2019 to 28-Mar-2020	
Trading Account:			
Sales Accounts			49,11,893.00
Sales		49,00,373.00	
Sales Bills to Make		11,520.00	
Cost of Sales :			39,09,101.91
Opening Stock		12,58,567.00	
Add: Purchase Accounts		52,62,798.00	
Less: Closing Stock		26,12,263.09	
Gross Profit :			10,02,791.09
Income Statement:			
Indirect Incomes			9,609.31
Interest Received		6,309.31	
Loading Unloading		3,300.00	
Indirect Expenses			3,24,009.58
Admin EDLI Charges		2,745.16	
Basic Pay		1,49,032.26	
Conveyance		17,900.00	
EPF Employers Contribution 3.67%		7,885.87	
EPS Employers Contribution 8.33%		9,998.00	
ESIC Employees Deduction 4%		3,036.00	
Forex Gain Loss A/c.		20,000.00	
Freight		(-)18,200.00	
HRA		45,612.90	
Medical Allowances		6,000.00	
Professional Fees		50,000.00	
Rent of Godown		30,000.00	
Rounding Off		(-)0.61	
Nett Profit :			6,88,390.82

In the vertical format of the **Profit & Loss A/c**, you can see that the groups now appear under **Trading Account** and **Income Statements**.

- **Percentages:** If you want to view each line in the **Profit & Loss A/c** as a percentage of the sales accounts, then set the option **Show Percentages** to **Yes**. The sales accounts will be considered as 100%, and the rest of the lines would be represented as a percentage of the sales accounts.

Profit & Loss A/c		National Enterprises	
Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020	Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020
Opening Stock	12,58,567.00	Sales Accounts	49,11,893.00
Purchase Accounts	52,62,798.00	Indirect Incomes	9,609.31
Indirect Expenses	3,24,009.58	Closing Stock	26,12,263.09
Nett Profit	6,88,390.82		

- **Gross Profit:** If you want to split the **Profit & Loss A/c** to see the trading profit, then set **Show with Gross Profit** to **Yes**. This will consider only **Cost of Sales** and **Direct Expenses**. **Indirect Expenses** will be deducted from the **Gross Profit** to show the **Nett Profit**. This option is available only in the horizontal

form of the Profit & Loss A/c.

National Enterprises		National Enterprises	
Particulars	1-Apr-2019 to 28-Mar-2020	Particulars	1-Apr-2019 to 28-Mar-2020
Opening Stock	12,58,567.00	Sales Accounts	49,11,893.00
Purchase Accounts	52,62,798.00	Closing Stock	26,12,263.09
Gross Profit c/o	10,02,791.09		
	75,24,156.09		75,24,156.09
Indirect Expenses	3,24,009.58	Gross Profit b/f	10,02,791.09
Nett Profit	6,88,390.82	Indirect Incomes	9,609.31
Total	10,12,400.40	Total	10,12,400.40

Compare Information Using Profit & Loss A/c

You can use the Profit & Loss A/c to compare financial information across companies, time periods, valuation methods, and so on. By comparing time periods, you can easily measure the profits, pattern of expenses, and so on. You can choose different time periods such as daily, weekly, monthly, quarterly, and so on.

1. Profit & Loss A/c > Alt+N (Auto Column).
2. Select Quarterly in the Auto Column field.

National Enterprises				
Particulars	National Enterprises 1-Apr-2019 to 30-Jun-2019	National Enterprises 1-Jul-2019 to 30-Sep-2019	National Enterprises 1-Oct-2019 to 31-Dec-2019	National Enterprises 1-Jan-2020 to 31-Mar-2020
Trading Account:				
Sales Accounts	20,72,693.00	7,92,697.50	9,65,742.50	10,80,760.00
Cost of Sales :	17,60,790.00	5,12,522.00	7,99,904.90	8,35,885.01
Opening Stock	12,58,567.00	16,27,846.00	27,88,343.00	24,41,568.10
Add: Purchase Accounts	21,30,069.00	16,73,019.00	4,53,130.00	10,06,580.00
Less: Closing Stock	16,27,846.00	27,88,343.00	24,41,568.10	26,12,263.09
Gross Profit :	3,11,903.00	2,80,175.50	1,65,837.60	2,44,874.99
Income Statement:				
Indirect Incomes	3,000.00	300.00	6,309.31	
	3,14,903.00	2,80,475.50	1,72,146.91	2,44,874.99
Indirect Expenses	24,299.95	2,43,071.00	66,638.70	(-)10,000.07
Nett Profit :	2,90,603.05	37,404.50	1,05,508.21	2,54,875.06

Now you can view the information in the Profit & Loss A/c according to quarters, and compare the components that interest you. Similarly, if you want to view the Profit & Loss A/c for two or more valuation methods, such as

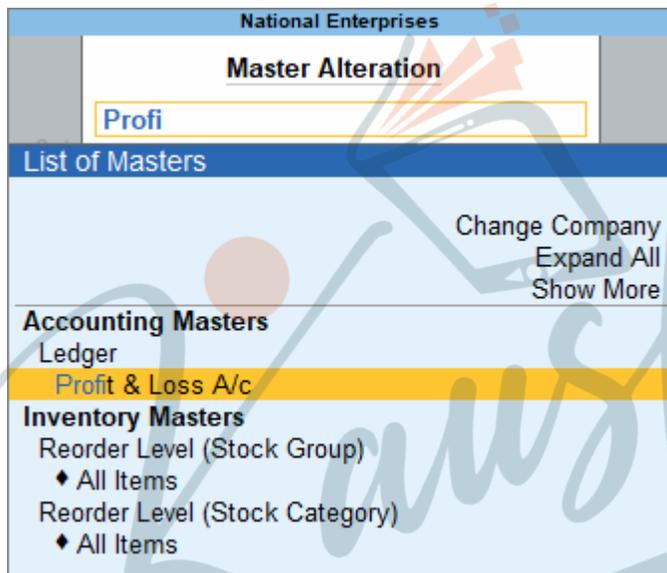
FIFO, LIFO, Average Cost, Average Price, and so on, then you can easily view them in separate columns in the **Profit & Loss A/c**.

Income and Expense Statement

If your organization does not engage in the trading of goods or services, then you can use the **Income & Expense Statement** instead of **Profit & Loss A/c**. For such organisations, the books of accounts generally comprises only the sources of income and the expenditure, which are earned or incurred during a given period. This is useful for non-profit organizations such as trusts, educational institutions, NGOs, hospitals, and so on. You can also view the **Income & Expense Statement** in the browser.

To use the **Income & Expense Statement** instead of **Profit & Loss A/c**, you have to configure the **Profit & Loss A/c** ledger accordingly.

1. Press **Alt+G** (Go To) > **Alter Master** > type or select **Profit & Loss A/c** > press **Enter**.



National Enterprises

Master Alteration

Profi

List of Masters

Change Company
Expand All
Show More

Accounting Masters

Ledger

Profit & Loss A/c

Inventory Masters

Reorder Level (Stock Group)

◆ All Items

Reorder Level (Stock Category)

◆ All Items

The **Ledger Alteration** screen appears as shown below:

Ledger Alteration		National Enterprises	
Name	: Profit & Loss A/c	Total Opening Balance	
(alias)	:	42,58,567.00 Dr	
		42,58,567.00 Cr	
Under	: ♦ Primary	Mailing Details	
Use as Income & Expense A/c	: Yes	Name	:
Activate interest calculation	: No	Address	:
Statutory Details		Banking Details	
Is TDS Deductable	: No	Provide bank details	: No
		Tax Registration Details	
		PAN/IT No.	:
Opening Balance (on 1-Apr-2019) :		Accept ?	
		Yes or No	

2. Set the option **Use as Income & Expense A/c** to **Yes**, and press **Enter**.
3. Save the **Profit & Loss A/c** ledger.

Now you can see the **Income & Expense A/c** in the Gateway of Tally. Alternatively, press **Alt+G** (Go To) > type or select **Income & Expense A/c**.

Income and Expenditure Statement		National Enterprises	
Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020	Particulars	National Enterprises 1-Apr-2019 to 28-Mar-2020
Opening Stock	12,58,567.00	Sales Accounts	49,11,893.00
Purchase Accounts	52,62,798.00	Indirect Incomes	9,609.31
Indirect Expenses	3,24,009.58	Closing Stock	26,12,263.09
<i>Excess of income over expenditure</i>	6,88,390.82		
Total	75,33,765.40	Total	75,33,765.40

Cash Flow & Cash Flow Projection

The **Cash Flow** statement summarises the transactions that have a direct impact on cash. It records the inflow and outflow of cash during a particular period, and thereby, you can track any changes in the position of cash. Unlike the **Cash Flow**, which records the previous flow of cash, the **Cash Flow Projection** is used to anticipate the cash to be generated or spent in the future.

A **Cash Flow** statement can also be used as a Receipts and Payments statement. This is useful for institutions such as non-profit organizations where a Receipts and Payments statement needs to be generated. You can also view the Cash Flow reports in the browser.

Cash Flow in TallyPrime

Cash Flow is the inflow and outflow of cash during an accounting period. Here, the term 'cash' stands for cash and bank balances.

1. Gateway of Tally > Display More Reports > Cash Flow.

Alternatively, **Alt+G** (Go To) > type or select **Cash Flow** > press **Enter**.

2. Press **F2** (Period) to set the period. You can select any period like a month, a quarter, or a year. The **Cash Flow** statement appears as shown below:

Cash Flow			
National Enterprises			
Particulars	National Enterprises		
	1-Apr-2020 to 31-Mar-2021		
	Cash Movement		Nett Flow
Inflow	Outflow		
April	31,536.00	1,47,035.60	(-)1,15,499.60
May	3,55,258.80	2,41,373.08	1,13,885.72
June	3,97,720.40	2,64,226.08	1,33,494.32
July	6,66,221.81	4,91,140.32	1,75,081.49
August	2,97,288.80	1,26,699.60	1,70,589.20
September	4,55,690.40	67,570.60	3,88,119.80
October	6,66,221.81	2,68,303.08	3,97,918.73
November	2,42,327.60	2,76,213.37	(-)33,885.77
December	4,41,615.60	70,920.00	3,70,695.60
January	6,50,294.82	3,23,267.37	3,27,027.45
February	3,69,835.79	1,49,687.93	2,20,147.86
March	10,92,699.99	2,08,579.09	8,84,120.90
Grand Total	56,66,711.82	26,35,016.12	30,31,695.70

Cash Flow Projection in TallyPrime

Cash Flow Projection is an integral part of business planning. It takes into account the flow of cash and helps you anticipate the cash to be generated or spent over a period of time.

In this section

- View Cash Flow Projection
- Set OD Limit
- Configure Cash Flow Projection

View Cash Flow Projection report

1. Press **Alt+G** (Go To) > type or select **Cash Flow Projection** > press **Enter**.

The **Cash Flow Projection** appears as shown:

Cash Flow Projection		National Enterprises					
Particulars	1-Apr-2020 to 30-Apr-2020	1-May-2020 to 31-May-2020	1-Jun-2020 to 30-Jun-2020	1-Jul-2020 to 31-Jul-2020	1-Aug-2020 to 31-Aug-2020	1-Sep-2020 to 30-Sep-2020	
A. Current Balance	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	
B. Receivables							
Total (A+B)	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	
C. Payables							
Nett Balance (A+B-C)	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	27,58,063.48	

2. Press **Alt+N** (Auto Column) to change the format of the columns, which appear on a monthly basis, by default. You can configure the columns to appear quarterly.

Cash Flow Projection		National Enterprises	
Particulars	1-Apr-2020 to 30-Jun-2020	1-Jul-2020 to 30-Sep-2020	
A. Current Balance	27,58,063.48	27,58,063.48	
B. Receivables			
Total (A+B)	27,58,063.48	27,58,063.48	
C. Payables	(R)		
Nett Balance (A+B-C)	27,58,063.48	27,58,063.48	

Current Balance: This row displays the projected opening balances of bank/bank OD accounts available for each columnar period.

Receivables: This row displays the amounts that are receivable from customers for each columnar period. Drill down to view the party details, due dates, and transaction amount in the respective column periods.

Payables: This row displays the amounts that are payable to suppliers for each columnar period. Drill down to view the party details, due dates, and transaction amount in the respective column periods.

Set OD Limit

The **Cash Flow Projection** report in Tallyprime allows you to set the overdraft limit for your bank OD accounts, so that you can project the cash flow based on the required limit.

1. **Cash Flow Projection** > press **Alt+S** (Set OD Limit). The **Bank OD Limit** screen appears.
2. Enter the OD limits for the required banks, as shown below:

Bank OD Limit		National Enterprises		
Parti	S.No.	Name of Bank OD Ledger	Under	OD Limit
	1.	HDFC Bank Account	Bank Accounts	10,00,000.00
	2.	HDFC POS Swipe	Bank Accounts	
	3.	Notional Bank	Bank Accounts	
A. Current Br				
B. Receivabl				
C. Payables				

3. Accept the screen. As always, press **Ctrl+A** to save.

The OD limit specified for a bank account will either exclude or include the opening balance brought forward, depending on whether it is a credit balance or a debit balance.

Day Book in TallyPrime

The Day Book is an account book in which a day's entries or transactions are captured. TallyPrime stays true to the traditional Day Book used by businesses for manual book-keeping, while bringing in a host of powerful features.

You can modify the Day Book in TallyPrime to view only one kind of transaction (for example, the purchases of the day), or search for any transaction irrespective of the date. You can also select multiple transactions at once and cancel, delete, or remove the entries from the Day Book. Similarly, you can verify your transactions, and account for any missing entries by adding, inserting, or duplicating entries.

View Day Book in TallyPrime

Visit the **Day Book** in TallyPrime to see all your transactions that were recorded on a particular day. By default, this day is set to the **Current Date** displayed in **Gateway of Tally**.

1. **Gateway of Tally > Day Book.**

Alternatively, **Alt+G** (Go To) > type or select **Day Book** > press **Enter**.

Day Book		National Enterprises			For 18-Apr-2020	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	
				Inwards Qty	Outwards Qty	
18-Apr-2020	Confident Traders	Payment	1	15,835.60		
18-Apr-2020	Confident Traders	Purchase	3			13,420.00
18-Apr-2020	HKN Enterprises	Purchase	4			7,140.00
18-Apr-2020	50.50 Biscuits	Receipt Note	3		60 Pcs	
18-Apr-2020	Krishna Salted Puffed Rice	Receipt Note	4		30 Pcs	

2. Press **Alt+F5** (Detailed) for a detailed format of the report. You can see the break-up of the invoice with details such as additional charges, tax components, and so on.

Day Book						
National Enterprises						For 18-Apr-2020
Date	Particulars		Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
18-Apr-2020	Confident Traders		Payment	1	15,835.60	
	BOB Savings A/c	15,835.60 Cr				
18-Apr-2020	Confident Traders		Purchase	3		13,420.00
	Purchase	13,420.00 Dr				
18-Apr-2020	HKN Enterprises		Purchase	4		7,140.00
	Purchase	7,140.00 Dr				
18-Apr-2020	50-50 Biscuits		Receipt Note	3	60 Pcs	
	Confident Traders					
	Bourbon Biscuits	100 Pcs				
	Good day Biscuits	150 Pcs				
18-Apr-2020	Krishna Salted Puffed Rice		Receipt Note	4	30 Pcs	
	HKN Enterprises					
	Taja Puffed Rice	30 Pcs				
	Murmure Puffed Rice	60 Pcs				

If you want to add more details, such as narration and cost centre, you have to enable these options by pressing **F12** (Configure) from the **Day Book**.

Filter Day Book by Type of Transaction

In the Day Book in TallyPrime, you can see not only the transactions of the day but also a single kind of transaction. For example, you may want to see all the Receipts. You can easily change the view of the Day Book to see all the Receipts recorded for the day.

- **Day Book > F4** (Voucher Type), and select the **Receipts** voucher type.

Day Book						
National Enterprises						For 25-May-2020
List of Receipt Vouchers						
Date	Particulars		Vch Type	Vch No.	Debit Amount	Credit Amount
25-May-2020	BMS Mart		Receipt	8		7,296.00
25-May-2020	Salt and Pepper		Receipt	9		11,920.00
25-May-2020	Titan Stores		Receipt	10		972.80
Total:						20,188.80

You can also see the **Total** amount from your receipts.

Search for a Transaction Within Your Books

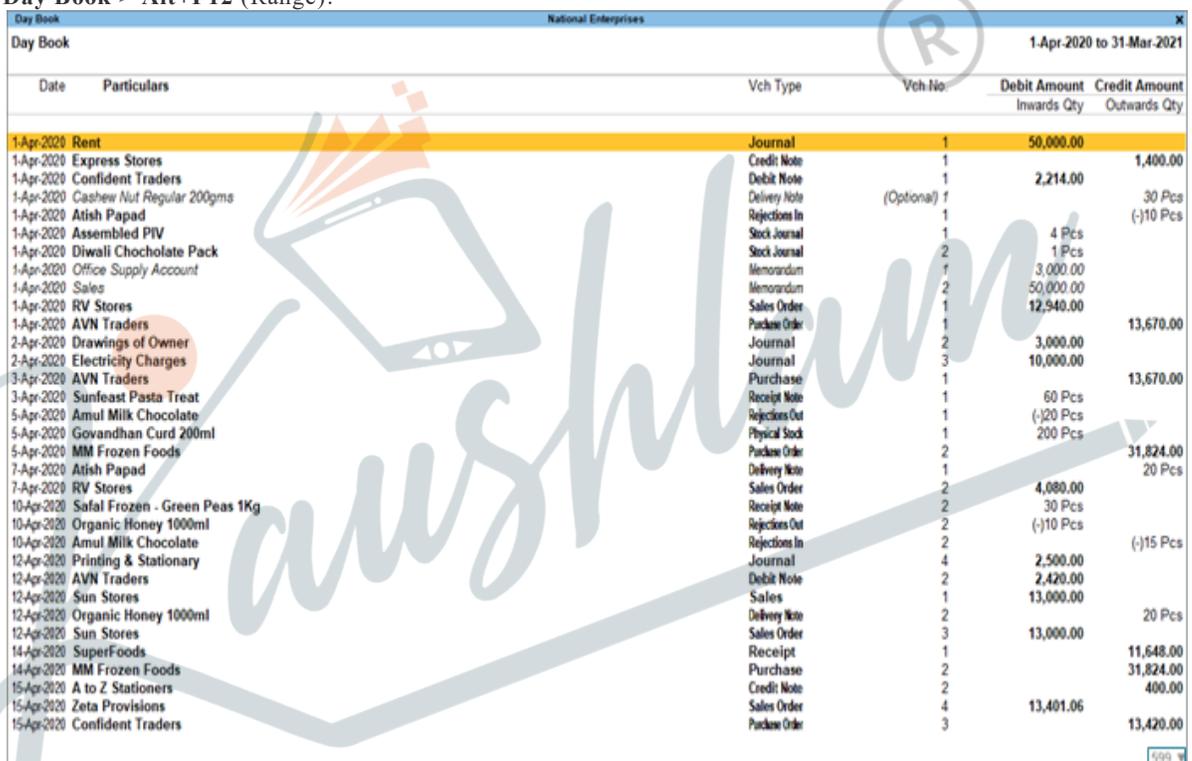
If your business has hundreds or thousands of transactions, it can get difficult if you are trying to find a particular transaction. Here is how Day Book will help you find it easily.

Let us assume that you had disbursed some money for the maintenance of your office, but you are unable to find more details about this. You feel that you might have added a note in the narration of the transaction.

No problem! You can use the Range feature to locate this transaction.

Note: Before using the Range feature, press **Alt+F2** and clear the **From** and **To** dates. Now you can see all your transactions till date.

1. Day Book > Alt+F12 (Range):



Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Apr-2020	Rent	Journal	1	50,000.00	
1-Apr-2020	Express Stores	Credit Note	1		1,400.00
1-Apr-2020	Confident Traders	Debit Note	1	2,214.00	
1-Apr-2020	Cashew Nut Regular 200gms	Delivery Note	(Optional) 1		30 Pcs
1-Apr-2020	Atish Papad	Rejections In	1		(-)10 Pcs
1-Apr-2020	Assembled PIV	Stock Journal	1		4 Pcs
1-Apr-2020	Diwali Choocolate Pack	Stock Journal	2		1 Pcs
1-Apr-2020	Office Supply Account	Memorandum	1	3,000.00	
1-Apr-2020	Sales	Memorandum	2	50,000.00	
1-Apr-2020	RV Stores	Sales Order	1	12,940.00	
1-Apr-2020	AVN Traders	Purchase Order	1		13,670.00
2-Apr-2020	Drawings of Owner	Journal	2	3,000.00	
2-Apr-2020	Electricity Charges	Journal	3	10,000.00	
3-Apr-2020	AVN Traders	Purchase	1		13,670.00
3-Apr-2020	Sunfeast Pasta Treat	Receipt Note	1		60 Pcs
5-Apr-2020	Amul Milk Chocolate	Rejections Out	1	(-)20 Pcs	
5-Apr-2020	Govandhan Curd 200ml	Physical Stock	1		200 Pcs
5-Apr-2020	MM Frozen Foods	Purchase Order	2		31,824.00
7-Apr-2020	Atish Papad	Delivery Note	1		20 Pcs
7-Apr-2020	RV Stores	Sales Order	2	4,080.00	
10-Apr-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	2	30 Pcs	
10-Apr-2020	Organic Honey 1000ml	Rejections Out	2	(-)10 Pcs	
10-Apr-2020	Amul Milk Chocolate	Rejections In	2		(-)15 Pcs
12-Apr-2020	Printing & Stationary	Journal	4	2,500.00	
12-Apr-2020	AVN Traders	Debit Note	2	2,420.00	
12-Apr-2020	Sun Stores	Sales	1	13,000.00	
12-Apr-2020	Organic Honey 1000ml	Delivery Note	2		20 Pcs
12-Apr-2020	Sun Stores	Sales Order	3	13,000.00	
14-Apr-2020	SuperFoods	Receipt	1		11,648.00
14-Apr-2020	MM Frozen Foods	Purchase	2		31,824.00
15-Apr-2020	A to Z Stationers	Credit Note	2		400.00
15-Apr-2020	Zeta Provisions	Sales Order	4	13,401.06	
15-Apr-2020	Confident Traders	Purchase Order	3		13,420.00

2. Select **Voucher** in the **Type of Information** field.
3. Select **Narration** in the having field.
4. Select containing in the **Range** of Information field.
5. Enter 'repair' in the last field, if you think that you might have used this word in the narration.

6. Press **Enter** to continue.

Range of Information in Report
(Filter to view only those lines that satisfy the below conditions)

Voucher having **Narration** containing

You can see the following transactions in the **Day Book**.

Accounting Voucher Alteration (Secondary)		National Enterprises
Contra	No. 1	
Account	: Petty Cash	
Current balance	: 0.00 Dr	
Particulars		Amount
Petty Cash		15,600.00
Cur Bal: 0.00 Cr		
Narration: Being cash paid to Ramesh for office repairs		

7. Press **Enter** to open the transaction, and check the details.

Accounting Voucher Alteration (Secondary)		National Enterprises	1-Aug-2020 Saturday
Contra	No. 1		
Account	: Petty Cash		
Current balance	: 0.00 Dr		
Particulars		Amount	
Petty Cash		15,600.00	
Cur Bal: 0.00 Cr			
Narration: Being cash paid to Ramesh for office repairs			15,600.00

Is this the transaction you were looking for? May be it is!

Add, Insert, or Duplicate a Transaction

In this section

- Add a transaction
- Insert a transaction
- Duplicate a transaction

Add a transaction

You can add a voucher from the Day Book in TallyPrime to account for a missing entry. For example, let us assume that a representative from one of your parties (MM Frozen Foods) comes to your office and requests for a payment of Rs 27,000.

Using the Range feature, search for transactions involving MM Frozen Foods.

Range of Information in Report
(Filter to view only those lines that satisfy the below conditions)

Voucher	having	Party Name	containing	MM
----------------	--------	-------------------	------------	-----------

You can see a few related transactions, but cannot find the entry amounting to Rs 27,000.

Day Book		National Enterprises		1-Apr-2020 to 31-Mar-2021	
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
5-Apr-2020	MM Frozen Foods	Purchase Order	2		31,824.00
10-Apr-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	2	30 Pcs	
14-Apr-2020	MM Frozen Foods	Purchase	2		31,824.00
5-May-2020	MM Frozen Foods	Purchase Order	9		42,552.00
10-May-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	9	30 Pcs	
12-May-2020	MM Frozen Foods	Purchase	9		42,552.00
5-Jun-2020	MM Frozen Foods	Purchase Order	16		27,312.00
12-Jun-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	16	30 Pcs	
13-Jun-2020	MM Frozen Foods	Purchase	16		27,312.00
1-Nov-2020	MM Frozen Foods	Purchase Order	27		4,320.00
6-Nov-2020	Safal Frozen - Green Peas 1Ka	Receipt Note	29	40 Pcs	

Now you can add a purchase entry directly and hand over the payment.

Select one of the relevant entries that appeared in the Day Book, and press **Alt+A** to add a new transaction

Enter the necessary details and save the transaction.

Accounting Voucher Creation (Secondary)		National Enterprises		
Purchase No.	18	Date	28-Jul-2020 Tuesday	
Supplier Invoice No.				
Party A/c name	MM Frozen Foods			
Current balance	10,274.53 Dr			
Purchase ledger	Import Purchases			
Current balance	51,77,764.20 Dr			
Name of Item	Quantity		Rate per Disc %	Amount
	Actual	Billed		
Tasty Fresh Frozen - Green Peas 200g	50 Pcs	50 Pcs	\$9.00 Pcs	\$450.00
♦ End of List				
Narration:				
		50 Pcs	50 Pcs	\$450.00 @ ₹ 60/S = ₹ 27,000.00

Now you can see the entry for Rs 27,000 against MM Frozen Foods in the Day Book.

Day Book		National Enterprises		1-Apr-2020 to 31-Mar-2021	
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
5-Apr-2020	MM Frozen Foods	Purchase Order	2		31,824.00
10-Apr-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	2	30 Pcs	
14-Apr-2020	MM Frozen Foods	Purchase	2		31,824.00
5-May-2020	MM Frozen Foods	Purchase Order	9		42,552.00
10-May-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	9	30 Pcs	
12-May-2020	MM Frozen Foods	Purchase	9		42,552.00
5-Jun-2020	MM Frozen Foods	Purchase Order	16		27,312.00
12-Jun-2020	Safal Frozen - Green Peas 1Kg	Receipt Note	16	30 Pcs	
13-Jun-2020	MM Frozen Foods	Purchase	16		27,312.00
28-Jul-2020	MM Frozen Foods	Purchase	18		27,000.00

Insert a transaction

If you want to add a missing transaction in a particular sequence or position, then you can insert it in the Day Book.

Let us take a scenario where you discover that two entries of the same amount had been passed on the same day. You think that they might be duplicates, so you delete one of the entries.

Day Book					
National Enterprises					
1-Apr-2020 to 31-Mar-2021					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
36 ▲					
17-Apr-2020	BMS Mart	Sales Order	5	5,700.00	
18-Apr-2020	Confident Traders	Payment	1	15,835.60	
18-Apr-2020	Confident Traders	Purchase	3		13,420.00
18-Apr-2020	HKN Enterprises	Purchase	4		7,140.00
18-Apr-2020	50-50 Biscuits	Receipt Note	3	60 Pcs	
18-Apr-2020	Krishna Salted Puffed Rice	Receipt Note	4	30 Pcs	
20-Apr-2020	SuperFoods	Credit Note	3		75,000.00
20-Apr-2020	50-50 Biscuits	Rejections In	3		(-)5 Pcs
20-Apr-2020	SLV Enterprises	Purchase Order	5		10,960.00
21-Apr-2020	Sun Stores	Receipt	2		19,888.00
21-Apr-2020	Salt and Pepper	Sales	2	11,920.00	
21-Apr-2020	Salt and Pepper	Sales	3	11,920.00	
21-Apr-2020	Atish Papad	Delivery Note	3		100 Pcs

However, your data entry operator points out that they were unique entries.

Now, how can you retrieve the original entry with the same voucher number and position? Easy. You can insert this entry. The voucher number and position will be restored.

Select the entry above which you want to insert the transaction, and press **Alt+I**. Enter the relevant details and save the transaction.

Accounting Voucher Creation (Secondary)					
National Enterprises					
Sales No. 2					
21-Apr-2020					
Tuesday					
Party A/c name	: Salt and Pepper	Price Level	:		
Current balance	: 10,765.00 Dr				
Sales ledger	: Sales Nil Rated				
Current balance	: 91,400.00 Cr				
Name of Item		Quantity	Rate	per Disc %	Amount
		Actual	Billed		
Atish Papad		100 Pcs	100 Pcs	40.00 Pcs	4,000.00
Balaji Foods - Papad		200 Pcs	200 Pcs	40.00 Pcs 1 %	7,920.00
					11,920.00
Narration:		300 Pcs	300 Pcs		11,920.00

Now you can see both the entries on the specified date in the Day Book, with the original voucher numbers and amounts.

Day Book					
National Enterprises					
1-Apr-2020 to 31-Mar-2021					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
36 ▲					
17-Apr-2020	BMS Mart	Sales Order	5	5,700.00	
18-Apr-2020	Confident Traders	Payment	1	15,835.60	
18-Apr-2020	Confident Traders	Purchase	3		13,420.00
18-Apr-2020	HKN Enterprises	Purchase	4		7,140.00
18-Apr-2020	50-50 Biscuits	Receipt Note	3	60 Pcs	
18-Apr-2020	Krishna Salted Puffed Rice	Receipt Note	4	30 Pcs	
20-Apr-2020	SuperFoods	Credit Note	3		75,000.00
20-Apr-2020	50-50 Biscuits	Rejections In	3		(-)5 Pcs
20-Apr-2020	SLV Enterprises	Purchase Order	5		10,960.00
21-Apr-2020	Sun Stores	Receipt	2		19,888.00
21-Apr-2020	Salt and Pepper	Sales	2	11,920.00	
21-Apr-2020	Salt and Pepper	Sales	3	11,920.00	
21-Apr-2020	Atish Papad	Delivery Note	3		100 Pcs

You can also choose to add the transaction instead of inserting it, but the sequence or position of the entry might not be the same.

Duplicate a transaction

You can duplicate a voucher in the Day Book to easily account for a recurring transaction.

Let us take a scenario where your business has a deal with Confident Traders to purchase for a consignment of biscuits every month.

You have passed a purchase entry for August. Now you can easily repeat this transaction each month. Just select the existing entry and press **Alt+2** (Period).

Day Book					
National Enterprises					For 1-Aug-2020
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Aug-2020	Petty Cash	Contra	1		15,600.00
1-Aug-2020	Alfa Provisions	Receipt	22		38,400.00
1-Aug-2020	Rent	Journal	22	50,000.00	
1-Aug-2020	Sun Stores	Credit Note	11		1,500.00
1-Aug-2020	Alfa Provisions	Sales	25	38,400.00	
1-Aug-2020	Confident Traders	Purchase	21		13,420.00
1-Aug-2020	Bisleri 1 litre	Delivery Note	27		50 Pcs
1-Aug-2020	Alfa Provisions	Sales Order	30	38,400.00	

You can see that all the details of the selected voucher are duplicated. You can update the required details, such as Voucher Date, Supplier Invoice No., and Invoice Date, and save the transaction.

Accounting Voucher Creation (Duplication)						
National Enterprises					2-Sep-2020 Wednesday	
Purchase No. 23		Date				
Supplier Invoice No.		Date				
Party A/c name: Confident Traders		Current balance: 28,256.92 Dr				
Purchase ledger: Purchase		Current balance: 1,11,03,002.13 Dr				
Name of Item	Quantity		Rate per Disc %	Amount		
	Actual	Billed				
50-50 Biscuits	60 Pcs	60 Pcs	17.00 Pcs	1,020.00		
Bourbon Biscuits	100 Pcs	100 Pcs	13.00 Pcs	1,300.00		
Good day Biscuits	150 Pcs	150 Pcs	74.00 Pcs	11,100.00		
				13,420.00		
* End of List						
Narration:				310 Pcs	310 Pcs	13,420.00

Now you can see the latest entry against Confident Traders in the Day Book, for the month of September.

Day Book					
National Enterprises					For 2-Sep-2020
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-Sep-2020	Ecko Honey Farms	Purchase	22		1,90,078.00
2-Sep-2020	Confident Traders	Purchase	23		13,420.00
2-Sep-2020	Organic Honey 1000ml	Receipt Note	21	60 Pcs	

Similarly, you can duplicate the vouchers for the upcoming months.

Delete, Cancel, or Remove a Transaction

In this section

- Delete a transaction
- Cancel a transaction
- Remove a transaction
- Restore entries

Delete a transaction

In the Day Book, you can easily delete vouchers that are no longer relevant. Let us take a scenario where you discover that the same transaction was recorded twice against Sun Stores, probably by two different data entry operators.

Day Book						National Enterprises		For 12-Apr-2020	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Inwards Qty	Outwards Qty		
12-Apr-2020	Printing & Stationary	Journal	4	2,500.00					
12-Apr-2020	AVN Traders	Debit Note	2	2,420.00					
12-Apr-2020	Sun Stores	Sales	1	13,000.00					
12-Apr-2020	Sun Stores	Sales	2	13,000.00					
12-Apr-2020	Organic Honey 1000ml	Delivery Note	2				20 Pcs		
12-Apr-2020	Sun Stores	Sales Order	3	13,000.00					

Select either of the entries, and press **Alt+D** to delete it from your books.

Cancel a transaction

What do you do when an order is cancelled, but an entry has already been passed? Simple! You can just cancel the corresponding voucher, instead of deleting it. The benefit is that voucher numbering will not be affected, as the same voucher number will not be available for reuse. It will be assigned in your books to the cancelled voucher.

Let us take a scenario where S.M. Traders had placed an order, and you had recorded a corresponding sales entry. The goods are packed and ready to be shipped. However, a representative from the purchase department of S.M. Traders calls your office and cancels the purchase at the last minute.

Now how do you cancel the transaction?

Select the relevant entry in the Day Book and press **Alt+X** to cancel.

Day Book					
National Enterprises					For 2-Sep-2020
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-Sep-2020	S.M Traders	Purchase	22		48,539.60
2-Sep-2020	Ecko Honey Farms	Purchase	23		1,90,078.00
2-Sep-2020	Confident Traders	Purchase	24		13,420.00
2-Sep-2020	Organic Honey 1000ml	Receipt Note	21	60 Pcs	

You can see that the entry has been cancelled, with the original voucher number intact.

Day Book					
National Enterprises					For 2-Sep-2020
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-Sep-2020	(cancelled)	Purchase	22		
2-Sep-2020	Ecko Honey Farms	Purchase	23		1,90,078.00
2-Sep-2020	Confident Traders	Purchase	24		13,420.00
2-Sep-2020	Organic Honey 1000ml	Receipt Note	21	60 Pcs	

Remove a transaction

Did you know that you can temporarily hide entries from the Day Book, without deleting it from your books?

Let us assume that you want to view the transactions for the day without the entries against **Sunday to Monday**, which happens to be a sister concern of your business.

Press **F4** (Voucher Type) > **Sales**. You can view all the sales transactions of the day.

Select the entries against **Sunday to Monday**, and press **Ctrl+R** to remove the entries.

Day Book					
National Enterprises					For 30-Aug-2020
List of Sales Vouchers					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
30-Aug-2020	Sunday to Monday	Sales	31	6,600.00	
30-Aug-2020	Candles and Matches	Sales	32	18,660.00	
30-Aug-2020	BMS Mart	Sales	33	5,700.00	
30-Aug-2020	SuperFoods	Sales	34	9,100.00	
30-Aug-2020	Sunday to Monday	Sales	35	2,400.00	
				Total:	42,460.00

The entries against **Sunday to Monday** are now hidden from view. You can see the impact on the Day Book with respect to the **Total** amount.

Day Book					
National Enterprises					For 30-Aug-2020
List of Sales Vouchers					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
30-Aug-2020	Candles and Matches	Sales	32	18,660.00	
30-Aug-2020	BMS Mart	Sales	33	5,700.00	
30-Aug-2020	SuperFoods	Sales	34	9,100.00	
				Total:	33,460.00

Restore entries

- To restore the last entry that was hidden, press **Ctrl+U**. Similarly, you can keep pressing **Ctrl+U** to undo the last but one entry. The entries will be restored in the order in which they were hidden.
- To restore all the hidden entries, press **Alt+U**.

Data Representation in Day Book in TallyPrime

In this section

- Alter Vouchers
- Change period
- Change company
- Change report context
- View profitability
- View Columnar report
- Basis of Value
- Change View
- Exception Reports