

Display of reports in tally

Balance Sheet

A balance sheet is a financial statement that reports a company's financial position. This report shows the balance between the assets and liabilities of a firm. The balance sheet follows the fundamental accounting equation: Assets = Liabilities + Owner's Equity.

Note : By default, the **Balance Sheet** 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.

To view the Balance Sheet

1. Go to **Gateway of Tally > Display > Balance Sheet.**

Balance Sheet		ABC Company		Ctrl + M	
Liabilities		ABC Company as at 18-May-2015		Assets	
Capital Account				Fixed Assets	12,00,000.00
Loans (Liability)				Current Assets	32,99,704.70
Current Liabilities	18,93,081.99				
Profit & Loss A/c	5,91,622.71				
Opening Balance					
Current Period	<u>5,91,622.71</u>				
Difference in opening balances	20,15,000.00				
Total	44,99,704.70	Total	44,99,704.70		

2. Press **F12** to configure the **Balance Sheet.**
3. Press **Ctrl+A** to accept.

While providing the opening balance in ledgers, an equivalent contrary balance will appear as **Difference in opening balances** in order to match the assets and liabilities, or debit and credit balances. The entry passed for the difference will affect the closing balance, but the **Balance Sheet** will display the difference in the amount. To balance the difference in the opening balance, you have to adjust it with the opening balance of another ledger.

For example, if the **Difference in opening balances** is Rs 5000/- on the debit side, you must adjust this with Rs 5000/- credit to the opening balance of another ledger.

Note: When a value in **Liabilities** or **Assets** becomes negative, it will appear based on the type of its group balance. **Assets** with credit balance will appear in **Liabilities**, and **Liabilities** with debit balances will appear in **Assets** .

Next topic

Displaying Profit & Loss Account

You can view the Profit & Loss account details in Tally.ERP 9 for a specified period.

Note: 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.

To view the Profit & Loss Account

1. Go to **Gateway of Tally > Display > Profit & Loss A/c** .
2. Click **F1: Detailed** to view the **Profit & Loss Account** in detailed format. The **Profit & Loss Account** appears as shown below:

- Click **S**: **Schedule VI** in the **Schedule VI Profit & Loss A/c** , as shown below:

Schedule-VI Profit and Loss A/c		ABC Company 11-12		Ctrl + M
Statement of Profit and Loss for the year ended 31-Mar-2012				In ₹ (Rupees)
Particulars	Note No.	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012	ABC Company 10-11 1-Apr-2010 to 31-Mar-2011	
I Revenue from Operations		4,33,56,166.28	4,33,81,830.00	
II Other Income		10,50,000.00	730.00	
III TOTAL REVENUE (I + II)		4,44,06,166.28	4,33,82,560.00	
IV EXPENSES				
Cost of Materials Consumed				
Purchases of Stock-in-Trade		2,74,43,682.50	2,73,92,897.50	
Changes in Inventories		(59,12,446.62)	6,20,574.91	
Employee Benefit Expenses		25,64,791.00	25,63,991.00	
Finance Costs				
Depreciation and Amortization Expenses				
Other Expenses		48,09,132.75	34,94,275.86	
TOTAL EXPENSES		2,89,05,159.63	3,40,71,739.27	
V Profit before Exceptional and Extraordinary Items and Tax (III-IV)		1,55,01,006.65	93,10,820.73	
VI Exceptional Items				
VII Profit before Extraordinary Items and Tax		1,55,01,006.65	93,10,820.73	
VIII Extraordinary Items				
IX Profit Before Tax		1,55,01,006.65	93,10,820.73	
X Tax Expense				
Current Tax				
Deferred Tax				
XI Profit/(Loss) for the period from Continuing Operations(IX-X)		1,55,01,006.65	93,10,820.73	
XII Profit/(Loss) from Discontinuing Operations				
XIII Tax Expense of Discontinuing Operations				

Next topic

Trial Balance

A trial balance is a summary of all ledger balances, and helps in checking whether the transactions are correct and balanced. If journal entries are error-free and posted correctly to the general ledger, the total of all debit balances should be equal the total of all credit balances.

Note : By default, the **Trial Balance** 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.

To view the Trial Balance

1. Go to **Gateway of Tally > Display > Trial Balance** . The **Trial Balance** appears as shown below:

Trial Balance		ABC Company		Ctrl + M
Particulars	ABC Company			
	1-Apr-2008 to 31-Mar-2009			
	Closing Balance			
	Debit	Credit		
Capital Account		24,00,000.00		
Loans (Liability)		12,00,000.00		
Current Liabilities	5,45,257.50	2,38,27,223.75		
Fixed Assets	2,00,000.00			
Current Assets	4,08,56,757.00			
Branch / Divisions		8,600.00		
Sales Accounts		3,90,55,008.75		
Purchase Accounts	2,47,70,497.50			
Direct Expenses	2,62,587.50			
Indirect Expenses	69,475.00			
Profit & Loss A/c		2,26,300.00		
Unadjusted Forex Gain/Loss		12,558.00		
Grand Total		6,67,17,132.50		6,67,17,132.50

2. Press **F12** to configure the **Trial Balance** , as required.

Note: As per accounting principles, the **Trial Balance** does not display the closing stock.

3. Press **Ctrl+A** to accept.

Note: While providing the opening balance in ledgers, equivalent contrary balance will appear as **Difference in opening balances** in order to tally the assets and liabilities, or debit and credit balances. The entry passed for the difference will affect the closing balance, but the **Trial Balance** will still display the difference in the amount. To balance the difference in the opening balance, you need to adjust it with the opening balance of another ledger.

For example , if the **Difference in opening balances** is Rs 5000/- on the debit side, adjust this with Rs 5000/- of credit in the opening balance of another ledger.

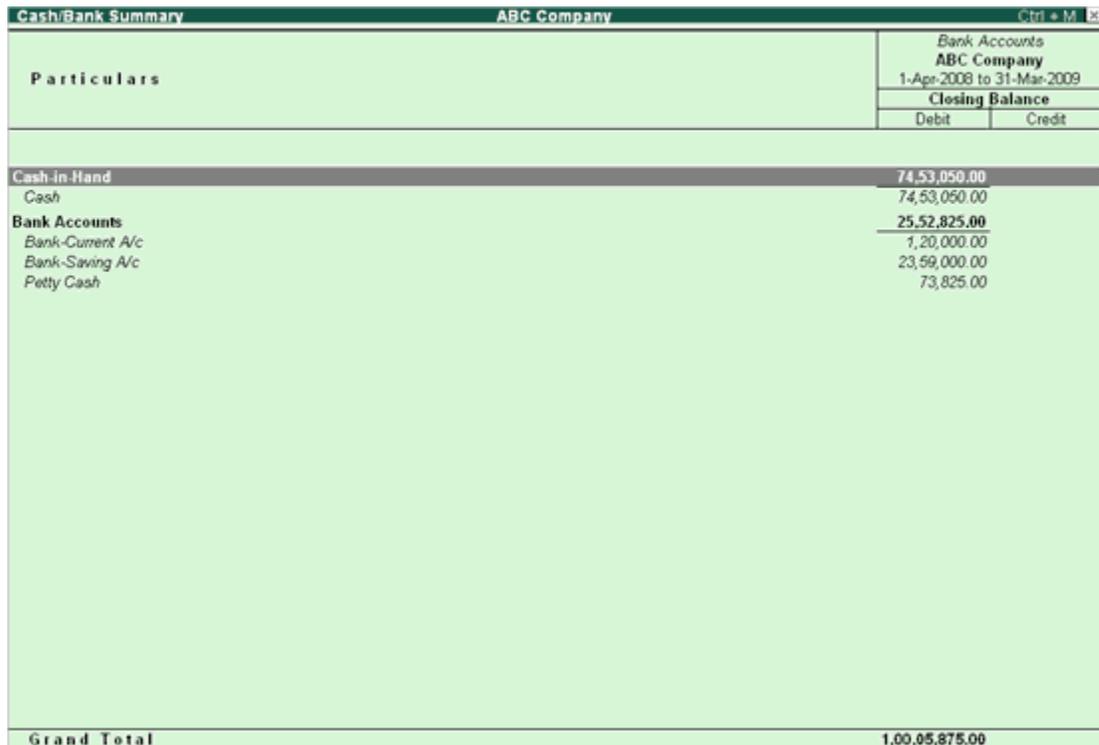
Next topic

Displaying Cash Book

You can view the details of the cash book in Tally.ERP 9.

To display the cash/bank summary

- Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book(s)**. The **Cash/Bank Summary** is displayed as shown below:



Particulars	Bank Accounts ABC Company 1-Apr-2008 to 31-Mar-2009	
	Debit	Credit
Cash-in-Hand		74,53,050.00
Cash		74,53,050.00
Bank Accounts		25,52,825.00
Bank-Current A/c		1,20,000.00
Bank-Saving A/c		23,69,000.00
Petty Cash		73,825.00
Grand Total		1,00,05,875.00

Place the highlight bar over the figures for the month of May, press **Enter** to display the Ledger Vouchers screen. Note that all the vouchers for May are listed. Press **Alt + F2** to view the vouchers for the months of May and July.

The **Ledger Vouchers screen** is displayed as shown:

Ledger Vouchers		ABC Company		Ctrl + M	
Ledger: Cash		1-May-2008 to 31-Jul-2008			
Date	Particulars	Vch Type	Vch No.	Debit	Credit
31-5-2008	Customer A	Receipt	4	5,25,000.00	
5-6-2008	Sales Account	Receipt	24	1,25,000.00	
1-7-2008	Customer A	Receipt	7	1,25,000.00	
30-7-2008	Freight Charges	Payment	17		800.00
Opening Balance :				3,41,350.00	
Current Total :				7,75,000.00	800.00
Closing Balance :				11,15,550.00	

The Cash ledger account screen displays the debit and credit amounts of all the vouchers for the period specified.

If cash balance is negative for a particular date then Tally.ERP 9 displays the credit cash balance in RED Colour.

- Select **Display > Accounts Books > Cash/Bank Books > Drill** down from the **Cash** Ledger and select a particular month and press Enter.
- Press **F6 (Daily Break Up)** .

Daily Breakup of Ledger		ABC Company		Ctrl + M	
Particulars	Cash ABC Company 1-Aug-2009 to 31-Aug-2009				
	Transactions		Closing Balance		
	Debit	Credit			
Opening Balance				7,51,860.00 Dr	
1-Aug				7,51,860.00 Dr	
2-Aug	46,250.00			7,98,110.00 Dr	
3-Aug				7,98,110.00 Dr	
4-Aug				7,98,110.00 Dr	
5-Aug				7,98,110.00 Dr	
6-Aug				7,98,110.00 Dr	
7-Aug		8,18,750.00		20,640.00 Cr	
8-Aug				20,640.00 Cr	
9-Aug				20,640.00 Cr	
10-Aug				20,640.00 Cr	
11-Aug				20,640.00 Cr	
12-Aug				20,640.00 Cr	
13-Aug				20,640.00 Cr	
14-Aug				20,640.00 Cr	
15-Aug				20,640.00 Cr	
16-Aug				20,640.00 Cr	
17-Aug				20,640.00 Cr	
18-Aug				20,640.00 Cr	
19-Aug				20,640.00 Cr	
20-Aug				20,640.00 Cr	
21-Aug				20,640.00 Cr	
22-Aug				20,640.00 Cr	
23-Aug				20,640.00 Cr	
24-Aug				20,640.00 Cr	
				7 more ...	
Grand Total	46,250.00	8,18,750.00		20,640.00 Cr	
Average	1,491.94	26,411.29		1,36,335.81 Dr	

Accessing **F12: Configure** - here you can view the highest or lowest cash balance on a particular date.

<u>Configuration</u>		
Nett transactions only	?	No
Show Closing Balances	?	Yes
Show Percentages	?	No
Appearance of Names	:	Name Only
Scale Factor for Values	:	Default
Periodicity to use	:	Monthly
Show Average Details	?	No
Show High/Low Details	?	Yes
<u>Graphs</u>		
Show with Graph	?	No

The Ledger Monthly Summary screen is displayed as shown:

Ledger Monthly Summary		ABC Company		Ctrl + M
Particulars	Cash ABC Company 1-Apr-2008 to 31-Mar-2009			
	Transactions		Closing Balance	
	Debit	Credit	Balance	
Opening Balance			2,17,850.00 Dr	
April	8,00,000.00	6,76,500.00	3,41,350.00 Dr	
May	5,25,000.00		8,66,350.00 Dr	
June	1,25,000.00		9,91,350.00 Dr	
July	1,25,000.00	800.00	11,15,550.00 Dr	
August	67,250.00		11,76,800.00 Dr	
September			11,76,800.00 Dr	
October	23,65,000.00	18,750.00	35,13,050.00 Dr	
November			35,13,050.00 Dr	
December			35,13,050.00 Dr	
January	22,96,250.00	43,750.00	57,65,550.00 Dr	
February	16,87,500.00		74,53,050.00 Dr	
March			74,53,050.00 Dr	
Grand Total	79,75,000.00	7,39,800.00	74,53,050.00 Dr	
Highest Balance	(dt. 10-Oct-2008)	(dt. 10-Oct-2008)	(dt. 10-Oct-2008)	
	23,55,000.00	5,32,500.00	74,53,050.00 Dr	
Lowest Balance	(dt. 1-Aug-2008)	(dt. 30-Jul-2008)	(dt. 1-Apr-2008)	
	15,000.00	800.00	3,14,650.00 Cr	

Next topic

Displaying Bank Book

You can display the Bank Book Summary from your Accounts Books menu in Tally.ERP 9.

To view the Bank Book Summary

- Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book(s)**

Cash/Bank Summary		ABC Company		Ctrl + M	
Particulars	Bank Accounts ABC Company 1-Apr-2008 to 31-Mar-2009				
	Closing Balance				
	Debit		Credit		
Cash-in-Hand			74,53,050.00		
Cash			74,53,050.00		
Bank Accounts			25,52,825.00		
Bank-Current A/c			1,20,000.00		
Bank-Saving A/c			23,59,000.00		
Petty Cash			73,825.00		
Grand Total			1,00,05,875.00		

If you have more than one bank account, select the required Bank account and press **Enter** to display the **Ledger Monthly Summary** .

Ledger Monthly Summary		ABC Company		Ctrl + M	
Particulars	Bank-Saving A/c ABC Company 1-Apr-2008 to 31-Jul-2008				
	Transactions				Closing Balance
	Debit		Credit		
Opening Balance					8,00,000.00 Dr
April	79,000.00	20,000.00			8,59,000.00 Dr
May	12,00,000.00	70,000.00			19,89,000.00 Dr
June	2,50,000.00	25,000.00			22,14,000.00 Dr
July	15,00,000.00	13,55,000.00			23,59,000.00 Dr
Grand Total	30,29,000.00		14,70,000.00		23,59,000.00 Dr

Month	Debit	Credit
Apr	79,000.00	20,000.00
May	12,00,000.00	70,000.00
Jun	2,50,000.00	25,000.00
Jul	15,00,000.00	13,55,000.00

Next topic

Displaying Ratio Analysis Report

The Ratio Analysis Report is divided into two parts, Principal Groups and Principal Ratios. The Principal Groups are the key figures that give perspective to the ratios. Principal Ratios relate two pieces of financial data to obtain a comparison that is meaningful.

To view the Ratio Analysis

- Go to **Gateway of Tally > Ratio Analysis**. The **Ratio Analysis** screen is displayed as shown below:

Ratio Analysis		ABC Company		Ctrl + M
Principal Groups	ABC Company 1-Apr-2009 to 30 -Sep-2009	Principal Ratios	ABC Company 1-Apr-2009 to 30 -Sep-2009	
Working Capital	2,13,79,965.99 Dr	Current Ratio	2.71 : 1	
<i>(Current Assets - Current Liabilities)</i>		<i>(Current Assets : Current Liabilities)</i>		
Cash-in-Hand	9,45,877.80 Dr	Quick Ratio	1.77 : 1	
Bank Accounts	1,05,50,000.00 Dr	<i>(Current Assets - Stock-in-hand : Current Liabilities)</i>		
Bank OD A/c	4,000.00 Dr	Debt/Equity Ratio	0.10 : 1	
Sundry Debtors	1,06,09,332.00 Dr	<i>(Loans (Liability) : Capital Account + Nett Profit)</i>		
<i>(due till today)</i>	1,12,13,913.00 Dr	Gross Profit %	64.86 %	
Sundry Creditors	1,25,93,117.00 Cr	Nett Profit %	64.29 %	
<i>(due till today)</i>	1,30,76,300.00 Cr	Operating Cost %	35.71 %	
Sales Accounts	1,59,30,328.75 Cr	<i>(as percentage of Sales Accounts)</i>		
Purchase Accounts	1,25,56,447.50 Dr	Recv. Turnover in days	146.61 days	
Stock-in-hand	1,17,17,317.74 Dr	<i>(payment performance of Debtors)</i>		
Excess of Income over Expenditure	1,02,40,823.99 Cr	Return on Investment %	82.32 %	
Wkg. Capital Turnover	0.75	<i>(Nett Profit / Capital Account + Nett Profit)</i>		
<i>(Sales Accounts / Working Capital)</i>		Return on Wkg. Capital %	47.90 %	
Inventory Turnover	1.36	<i>(Nett Profit / Working Capital) %</i>		
<i>(Sales Accounts / Closing Stock)</i>				

Next topic

Purchase Register

A Purchase Register displays the information on the periodic purchases of a business concern. Purchase register helps in analyzing the details of movement of purchased goods to various god owns, on the basis of which the stock movement at each go down is determined. You can also view the [columnar register](#) for purchase.

Purchase returns made during a year can also be traced. The parties to whom the purchase returns have been made and the causes thereof can be analysed to draw conclusions on the supplier and the quality of purchases made.

1. Go to **Gateway of Tally > Display > Account books > Purchase Register** . The **Purchase Register** appears as shown:

Purchase Register				National Enterprises		Ctrl + M
Particulars	Purchase National Enterprises 1-Apr-2017 to 31-Mar-2018					
	Transactions		Closing Balance			
	Debit	Credit				
April	1,58,600.00		1,58,600.00	Dr		
May	2,53,760.00		4,12,360.00	Dr		
June	3,01,340.00		7,13,700.00	Dr		
July	6,09,024.00		13,22,724.00	Dr		
August	2,63,910.40		15,86,634.40	Dr		
September	3,45,113.60		19,31,748.00	Dr		
October	4,26,316.80		23,58,064.80	Dr		
November	6,09,024.00		29,67,088.80	Dr		
December	3,04,512.00		32,71,600.80	Dr		
January	4,06,016.00		36,77,616.80	Dr		
February	5,48,121.60		42,25,738.40	Dr		
March	4,66,918.40		46,92,656.80	Dr		
Grand Total		46,92,656.80			46,92,656.80	

Month	Amount (Rs.)
Apr	1,58,600.00
May	2,53,760.00
Jun	3,01,340.00
Jul	6,09,024.00
Aug	2,63,910.40
Sep	3,45,113.60
Oct	4,26,316.80
Nov	6,09,024.00
Dec	3,04,512.00
Jan	4,06,016.00
Feb	5,48,121.60
Mar	4,66,918.40

2. You can configure the report by pressing **Ctrl+F12** to view the following information.

Value to Calculate in Report (calculate balances using Vouchers satisfying the given conditions)		
Using	Voucher	having
		Particulars
		Actual Qty
		Attendance Types
		Batch Name
		Billed Qty
		Bill Name
		Buyer Name
		Cost Category
		Cost Centres
		Date
		Employees
		Employees-Attendance Entries
		Excise Book Name
		Excise Serial Number
		Favouring Name
		Godown Name
		Instrument Amount
		Instrument Date
Jun	Jul	46,9
		15 more ... Dec

3. In the **Purchase Register** , select the required month and press **Enter** .
4. Click **F5: Columnar** and set the options as required, to view the purchase columnar register. Set the options **Show supplier invoice number** and **Show supplier invoice date** to view these details in separate columns.

Columnar Register Alteration	
Company: National Enterprises	
for: Purchase	
Show party's address	? Yes
Show voucher type	? Yes
Show voucher number	? Yes
Show supplier invoice number	? Yes
Show supplier invoice date	? Yes
Show supplier name	? Yes
Show party's GSTIN/UIN	? Yes
Show party's tax registration number	? Yes
Show service tax registration number	? No
Show PAN	? Yes
Show CST number	? No
Show voucher narration	? Yes
Show order details	? Yes
Show receipt/despatch details	? Yes
Show import/export details	? Yes
Show bill of entry details	? No
Show port code	? No
Show quantity details	? Yes
Show using alternate units	? Yes
Show rate details	? Yes
Show item value	? Yes
Show additional cost	? Yes
Show ledger amounts with Dr/Cr	? Yes
Type of Column	Type of Column
	End of List
	All items (automatic columns)
	All items (in one column)
	Group
	Ledger

5. Press **Enter** to view the register. Separate columns will be displayed for supplier invoice number and date as shown:

Voucher Register		National Enterprises				Ctrl + M	
List of All Purchase Vouchers							1-Apr-2017 to 30-Apr-2017
Date	Particulars	Address	Voucher Type	Voucher No.	Supplier Invoice No.	Supplier Invoice Date	GSTIN/UIN
		--- ... 1 more					23 more ... -->
12-Apr-2017	Rajkamal Associates	1st Main Road, Injambakkam, Chennai	Purchase	1 25		12-4-2017 33	2C

To change voucher type press **F4** at the voucher register screen and select the required voucher type.

To view the [Post-dated Transactions](#) report for the specified period, click **T: Post-Dated** .

Next topic

Journal Register

Journal register displays all the journal vouchers recorded for each month.

1. Go to **Gateway of Tally > Display > Account Books > Journal Register** .
The **Journal Register** appears as shown below:

Journal Register		National Enterprises		Ctrl + M
Particulars	Journal			
	National Enterprises			
	1-Apr-2017 to 1-Oct-2017			
		Transactions		
		Total Vouchers	(cancelled)	
April		15		
May		13		
June		16		
July		6		
August		5		
September				
October				
November				
December				
January				
February				
March				
Grand Total		55		

2. Select the required month and press **Enter** .
3. Click **F5: Columnar** and set the options as required, to view the journal columnar register. Set the options **Show voucher reference number** and **Show voucher reference date** to view these details in separate columns.

Columnar Register Alteration	
Company: National Enterprises	
for: Journal	
Show party's address	? Yes
Show voucher type	? Yes
Show voucher number	? Yes
Show voucher reference number	? Yes
Show voucher reference date	? Yes
Show party's GSTIN/UIN	? Yes
Show party's tax registration number	? Yes
Show service tax registration number	? No
Show PAN	? Yes
Show CST number	? No
Show voucher narration	? Yes
Show quantity details	? Yes
Show using alternate units	? Yes
Show rate details	? Yes
Show item value	? Yes
Show ledger amounts with Dr/Cr	
Type of Column	Type of Column
	End of List
All items (automatic columns)	All items (automatic columns)
	All items (in one column)
	Group
	Ledger

The columnar **Voucher Register** of journal vouchers appears as shown:

Voucher Register		National Enterprises				Ctrl + M		
List of All Journal Vouchers		1-Apr-2017 to 30-Apr-2017						
Date	Particulars	Voucher Type	Voucher No.	Voucher Ref. No.	Voucher Ref. Date	GSTIN/UIN	Sales Tax No.	PAN No.
1-Apr-2017	Kiran Enterprises	Journal	1	Adj/01	1-4-2017	29ABCDE1234A1Z5		

To change voucher type press **F4** at the voucher register screen and select the required voucher type.

Next topic

Viewing Day Book

The **Day Book** lists all transactions made in a particular day and by default displays the last voucher entry date of a regular voucher. It could also be set up to list all the transactions made over a certain period. Transactions include all financial vouchers, reversing and memorandum journals as well as inventory vouchers.

In Tally.ERP 9, the **Day Book** is by default displayed for the current date (as on the last date of voucher entry). However, you may specify the required period, as per your requirements.

To view the Day Book

1. Go to **Gateway of Tally > Display > Daybook** . The **Day Book** will appear as shown below:

Day Book		ABC Company		Ctrl + M	
Day Book		1-Apr-2008 to 31-Mar-2009			
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-4-2008	Office Expenses	Payment	1	1,550.00	
1-4-2008	Customer A	Retail Invoice	1	61,000.00	
1-4-2008	Bright Industries	Purchase	1		47,500.00
1-4-2008	Unisys Global Systems	Purchase	2		90,900.00
1-4-2008	Supplier C	Purchase	3		18,36,000.00
1-4-2008	Cash	Purchase	4		5,32,500.00
1-4-2008	2 GB RAM Sticks	Physical Stock	1	1,300 Nos	
1-4-2008	Cooling Equipment	Stock Journal	1		2 Nos
2-4-2008	Customer C	Retail Invoice	2	18,750.00	
2-4-2008	Global Traders	Purchase	5		28,125.00
2-4-2008	Cooling Equipment	Stock Journal	2		2 Nos
3-4-2008	Customer B	Tax Invoice	1	4,16,000.00	
3-4-2008	Cooling Equipment	Stock Journal	3		2 Nos
4-4-2008	Customer B	Tax Invoice	2	88,400.00	
5-4-2008	Customer C	Receipt	1		25,000.00
5-4-2008	Customer C	Credit Note	1		12,000.00
5-4-2008	Customer A	Retail Invoice	3	5,25,000.00	
5-4-2008	Customer A	Retail Invoice	4	2,57,250.00	
5-4-2008	Supplier A	Purchase	6		10,12,000.00
5-4-2008	Equipment Sales Corporation	Purchase	7		7,80,000.00
6-4-2008	Global Computech Pvt Ltd.,	Retail Invoice	5	2,10,000.00	
7-4-2008	Customer A	Retail Invoice	6	6,69,500.00	
9-4-2008	Supplier A	Purchase	8		1,10,000.00
10-4-2008	Entry Tax	Payment	2	475.00	
10-4-2008	Customer C	Credit Note	2		1,875.00
10-4-2008	Supplier A	Purchase	9		6,02,000.00
15-4-2008	General Expenses	Payment	3	1,600.00	
15-4-2008	Capital Account	Receipt	2		8,00,000.00
15-4-2008	Cash	Purchase	10		1,44,000.00
15-4-2008	2 GB RAM Sticks	Physical Stock	2	1,300 Nos	
17-4-2008	Customer B	Credit Note	3		55,936.00

2. Click **F2: Period** to change the period for which the Day Book is displayed.
3. Click **F4: Change Vouch** to view **Day Book** for a particular voucher type.

Change Voucher Type		ABC Company		Ctrl + M	
Day Book				1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-4-2008	Office Expenses	Purchase	1	1,550.00	
1-4-2008	Customer A			61,000.00	
1-4-2008	Bright Industries				47,500.00
1-4-2008	Unisys Global Systems				90,900.00
1-4-2008	Supplier C				18,36,000.00
1-4-2008	Cash				5,32,500.00
1-4-2008	2 GB RAM Sticks			1,300 Nos	
1-4-2008	Cooling Equipment			2 Nos	
2-4-2008	Customer C			18,750.00	
2-4-2008	Global Traders				28,125.00
2-4-2008	Cooling Equipment			2 Nos	
3-4-2008	Customer B			16,000.00	
3-4-2008	Cooling Equipment			2 Nos	
4-4-2008	Customer B			88,400.00	
5-4-2008	Customer C				25,000.00
5-4-2008	Customer C				12,000.00
5-4-2008	Customer A			25,000.00	
5-4-2008	Customer A			57,250.00	
5-4-2008	Supplier A				10,12,000.00
5-4-2008	Equipment Sales Corporation				7,80,000.00
6-4-2008	Global Computech Pvt Ltd.,			10,000.00	
7-4-2008	Customer A			69,500.00	
9-4-2008	Supplier A				1,10,000.00
10-4-2008	Entry Tax				
10-4-2008	Customer C				1,875.00
10-4-2008	Supplier A				6,02,000.00
15-4-2008	General Expenses			1,600.00	
15-4-2008	Capital Account				8,00,000.00
15-4-2008	Cash	Purchase	10		1,44,000.00
15-4-2008	2 GB RAM Sticks	Physical Stock	2	1,300 Nos	
17-4-2008	Customer B	Credit Note	3		55,936.00
					172 more ...

4. Select the required **Voucher Type** to display. The screen appears as shown below:

Day Book		ABC Company		Ctrl + M	
List of Retail Invoice Vouchers				1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-4-2008	Customer A	Retail Invoice	1	61,000.00	
2-4-2008	Customer C	Retail Invoice	2	18,750.00	
5-4-2008	Customer A	Retail Invoice	3	5,25,000.00	
5-4-2008	Customer A	Retail Invoice	4	2,57,250.00	
6-4-2008	Global Computech Pvt Ltd.,	Retail Invoice	5	2,10,000.00	
7-4-2008	Customer A	Retail Invoice	6	6,69,500.00	
19-4-2008	Customer A	Retail Invoice	7	3,50,200.00	
24-4-2008	Customer B	Retail Invoice	8	6,30,000.00	
30-4-2008	Blue Nile Stationeries	Retail Invoice	10	1,70,000.00	
30-4-2008	Customer C	Retail Invoice	11	96,000.00	
30-4-2008	Blue Nile Stationeries	Retail Invoice	12	64,375.00	
1-5-2008	Global Computech Pvt Ltd.,	Retail Invoice	13	1,75,000.00	
1-5-2008	Global Computech Pvt Ltd.,	Retail Invoice	14	7,45,000.00	
1-5-2008	Customer A	Retail Invoice	15	56,000.00	
1-5-2008	Customer A	Retail Invoice	16	56,000.00	
1-5-2008	UN Diplomatic Mission	Retail Invoice	17	17,50,000.00	
1-5-2008	Customer A	Retail Invoice	18	16,800.00	
30-5-2008	Innovative Solutions Pvt Ltd	Retail Invoice	19	12,500.00	
1-6-2008	Silverline Trading Corporation	Retail Invoice	20	95,000.00	
2-6-2008	Blue Nile Stationeries	Retail Invoice	21	1,25,000.00	
3-6-2008	Silverline Trading Corporation	Retail Invoice	22	2,50,000.00	
4-6-2008	Bank-Saving A/c	Retail Invoice	23	2,50,000.00	
5-6-2008	Cash	Retail Invoice	24	1,25,000.00	
6-6-2008	Customer A	Retail Invoice	25	1,25,000.00	
7-6-2008	Unisys Global Systems	Retail Invoice	26	1,10,000.00	
8-6-2008	Customer C	Retail Invoice	27	8,56,800.00	
9-6-2008	Innovative Solutions Pvt Ltd	Retail Invoice	28	55,000.00	
10-6-2008	Innovative Solutions Pvt Ltd	Retail Invoice	29	1,10,000.00	
11-6-2008	Customer C	Retail Invoice	30	66,000.00	
					8 more ...
Total:				96,04,055.00	

5. Click **T : Post-Dated** to view the Post-dated Transactions report for the specified period.

Last page

Reference/Source:

Tally.ERP 9 Asok K. Nadhani

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