

**VIVEKANANDA COLLEGE
THAKURPUKUR
KOLKATA-700063**

NAAC ACCREDITED 'A' GRADE



Topic: Purchase and Sale Entries with GST in Tally

Course Title: B. Com

Paper: CA&EF

Unit: 1

Semester: VI

Name of the Teacher: Dr. Debashis Kundu

Name of the Department: Commerce

Purchase and Sale Entries with GST in Tally

In Tally, purchase and sale entries can be made in 2 formats – As Voucher, As Invoice. To shift between the mods, use Alt+I. In general, Invoice mode is used. In this material, we are going to learn how to make Purchase and Sale entries in three stages –

- a) Order
- b) Challan preparation
- c) Bill creation

Basic Configuration required

- i) **To allow purchase/sale order:** F11 > Inventory Features > Allow zero valued entries in Tally – Yes > Allow Purchase / Sale order processing – Yes > Use tracking numbers – Yes > Ctrl+A (Save)
- ii) **To enable GST:** F11 > Statutory and taxation > Enable GST – Yes > Set/Alter GST details – Yes > mention state name, regn type (regular) in dialog box > Enter GSTIN/UIN 15 digit number > Date (applicable from 1st July, 2017) > Accept

Step 1:

A) PROCEDURES TO PLACE PURCHASE/SALES ORDER

[Press Alt+F3 every time to create secondary ledgers online whenever required, if ledger accounts are not there already.]

In this case, do the following:

Step-2: GOT>Inventory Voucher (T)>Alt+F4 (Purchase Order)/Alt+F5 (Sales Order)>Select or create the party's name (Sundry Creditors for Purchase/Sundry Debtors for Sales)>Give the order number (e.g., PUR/ORD/001/09-10 or SALES/ORD/002/09-10)>Create or Select Purchase or Sales Account in Purchase Ledger or Sales Ledger respectively (Sales Account must be created under Sales Account Group and Purchase Account must be created under Purchase Account Group and make the option "Inventory Values are Affected" YES in both the cases)>Select/Create the item (with proper units of measure)>Select/Create the godown>Give the quantity (if any rate appears for any item, make it zero)>Ctrl+A>Repeat the creation or selection of the item, godown and giving quantity in the same manner if more than one item is purchased or sold from or to the same party>Give the narration>Ctrl+A.

[Source: IT Point, Haltu]

B) PROCEDURE FOR GENERATING CHALLAN

Step-3: GOT>Inventory Voucher (T)>Alt+F9 (Receipt Note)Alt+/F8 (Delivery Note)>Give the reference number (i.e., the challan number, e.g., PUR/RN/001/09-10 or SALES/DN/002/09-10)>Select the same party's name as in the order (Sundry Creditors for Purchases/Sundry Debtors for Sales)>Select the order number given in the Order>Go on pressing ENTER till the narration field comes (while pressing ENTER in the item allocation box, be careful to select the challan number in the Tracking No. field and order number in the Order No. field)>Give the narration>Ctrl+A.

[Source: IT Point, Haltu]

C) PROCEDURE FOR BILL GENERATION

1) GOT > Accounting voucher > F9(for purchase) or F8(Sales) > Put date (1/7/2017) > Give reference number/Suppliers Invoice number > Party Name (say DKC Ltd) under Sundry Creditors

DKC Ltd will be created as secondary ledger where we should do the following things –

- Maintain balances bill by bill – Yes
- If it is local purchase, State to be mentioned
- Set / Alter GST details – Yes

Another dialog box will appear

| |
|--|
| Regn. type: Regular GSTIN: 15 digits number |
|--|

> Accept

2.) Local purchase/sales under Purchase/Sales Account

Following things are to be done –

- Is GST applicable – Yes
- Set / Alter GST details – Yes

Do the following in the dialog box:

Description – Goods
HSN/SAC – 12385967
Non-GST goods – No
Nature of transaction – Purchase taxable
Tax type: a) Integrated tax – 12% (say)
b) CGST – 6%
c) SGST – 6%
Type of supply > Goods > Accept

3)

- Stock Item creation – Radio (say)
- Stock unit – number (Alt+F3)
- Set / Alter GST details – Yes
(so that we can easily understand the segregated amount of GST on each item)
- Types of supply – Goods

Do the following in the dialog box:

Description – Radio
HSN/SAC – 12536524
Tax details:
Calculate type: on value Integrated tax – 12% (say)
Taxability – taxable applicable from: 1/7/2017

Next step is to pass Journal entry using F8/F9 in accounting voucher

4)

- Input GST – 6% under duties & Taxes
- Type of duty – GST
- Tax rate – 6%
- Tax type – central tax

5)

- Input GST – 6% under duties & Taxes
- Type of duty – GST
- Tax type – central tax

Finally, Enter the amount of purchase/sale (in Rupees), GST amount (in Rupees), and Narration > Accept

Now, in order to view to Order Book, Bills and Day Book, the following entries need to be passed by the user.

Report: GOT>Display (D)>Inventory Books (I)>Purchase Order Book (B)/Sales Order Book (O) for Purchase or Sales Order.

GOT>Display (D)>Accounts Books (A)>Purchase Register (P)/Sales Register (S) for Purchase or Sales Bill.

OR, GOT>Display (D)>Day Book (D).

